

RRC FINANCIAL STATEMENT RENTER FORM – Return to Recreation Director by: _____

Expenses are subject to criteria established by the RRC as allowable.

NAME of RENTAL APPLICANT & NAME OF EVENT/S _____

Complete **Boxes 1 and 3** for return use / Complete **Boxes 2 and 3** if you have **never rented** before

BOX 1 : Prior Calendar Year - Revenue & Expenses FOR EVENT/S ONLY – continue on back if necessary			
REVENUE – Attach copies of: cancelled checks, receipts, event programs, all other documentation	AMOUNT	EXPENSES – Attach copies of: cancelled checks, receipts, invoices, all other documentation	AMOUNT
Vendor fees, attach list with fees per stand		Printing / Postage / Copies	
Advertising space, attach final program		Decorations	
Membership / registration fees		Purchased signage for event	
Entry / participant fees		Money donations, by applicant only	
Donations / fundraiser money		Supplies for Event (attach list)	
Grants / sponsorship money		Food / Beverages	
Compensated services		Advertising space purchased	
Goods sold by rental applicant		Equipment rental	
Exhibitor fees, attach list-fees per exhibitor		Entertainment	
Misc.:		Portable toilet rental	
Misc.:		Misc.:	
Misc.:		Misc.:	
Misc.:		Misc.:	
TOTAL REVENUE	\$	TOTAL EXPENSES	\$

BOX 2 : Projected Revenue & Expenses FOR EVENT/S ONLY – continue on back if necessary			
PROJECTED REVENUE	ESTIMATED AMOUNT	PROJECTED EXPENSES	ESTIMATED AMOUNT
TOTAL REVENUE	\$	TOTAL EXPENSES	\$

BOX 3 : DECLARATION

The information contained in this form and all attachment(s) are true and correct to the best of my knowledge. I have included all mandatory attachments with this form.

Signature _____

Date: _____

Print Name _____ Tax Classification of Applicant _____

*Attach IRS documentation of non-profit status**