



PAVILION RESERVATION FORM
PAVILIONS AND PARKS ARE OPEN FROM DAWN TO DUSK

USE OF PAVILION AND PARK FACILITIES WILL BE AT RENTER'S OWN RISK

Town Hall Park _____

Community Park _____

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: HOME# _____ WORK# _____ CELL# _____

DATE OF RESERVATION: _____

TIME - START _____ END _____ OPEN FROM DAWN TO DUSK

REASON (CHILD PARTY, ADULT PARTY, BABY SHOWER, ETC.): _____

WILL BOUNCE HOUSE OR OTHER INFLATABLE(S) BE USED DURING EVENT: _____ YES _____ NO

If a bounce house, other inflatable(s) or any type of amusement ride is to be used during the event, the person renting the pavilion must have the company/vendor provide the Town with proof of liability insurance and have the Town listed as an additional insured for the date of the event.

USE OF TOWN WATER OR ELECTRIC FOR INFLATABLES, SLIDES OR WATER TOYS IS PROHIBITED.

DECORATIONS - NO STAPLES, NAILS, TACKS OR TAPE MAY BE USED ON PICNIC TABLES, BENCHES OR RAFTERS. ONLY STRING AND RIBBON TIED TO POSTS OR AROUND TABLES IS PERMITTED

ABSOLUTELY NO LOUD MUSIC ALLOWED.

CONFETTI, LIVESTOCK AND GLASS BOTTLES ARE NOT PERMITTED ON TOWN PREMISES.

ALL TRASH MUST BE PLACED IN THE DUMPSTER AT TOWN HALL PARK OR IN THE TRASH RECEPTACLE AT COMMUNITY PARK.

THERE WILL BE A MINIMUM OF \$50.00 (FIFTY DOLLARS) RETAINED FOR ANY OF THE ABOVE INFRACTIONS. ALL OR PART OF THE DEPOSIT MAY BE ASSESSED IF ANY DAMAGE IS INCURRED.

ALL PRECAUTIONARY MEASURES MUST BE TAKEN TO INSURE THE SAFETY OF YOUR GUESTS. HAVE A PLAN IN PLACE AND SOMEONE TO MONITOR THE WEATHER IN THE EVENT AN EVACUATION IS NECESSARY.

RENTAL FEE (NON-REFUNDABLE) Town Hall-\$200.00 Community Park-\$150.00

DEPOSIT (MUST BE PAID IN CASH) \$200.00

DEPOSIT TO BE REFUNDED UPON APPROVAL OF CONDITION OF PAVILION.
DEPOSIT MAY BE PICKED UP THE NEXT BUSINESS DAY AFTER 9:00AM.

Note: Park remains open to public – Rental is for exclusive use of pavilion with access to park facilities

For Individual renting pavilion – _____
(Print Name of Individual)

By signing below I certify and agree as follows:

- 1 On behalf of myself and all members and guests of my family:
 - A. We agree to adhere to the Rules and Regulations for use of the Pavilion and Park Facilities.
 - B. We agree to assume all risks and liability in connection with the use of the pavilion and park facilities and hereby release, absolve, indemnify and hold harmless the Town and its employees from any and all claims and all costs, damages, legal fees and other expenses reasonably incurred which arise out of the use of the Pavilion and Park Facilities.

Signature

Date

For Organization renting pavilion – _____
(Print Name of Organization)

By signing below I certify and agree as follows:

1. I am authorized to sign this form on behalf of the above named organization.
2. On behalf of myself and all members and guests of the organization:
 - A. We agree to adhere to the Rules and Regulations for use of the Pavilion and Park Facilities.
 - B. We agree to assume all risks and liability in connection with the use of the pavilion and park facilities and hereby release, absolve, indemnify and hold harmless the Town and its employees from any and all claims and all costs, damages, legal fees and other expenses reasonably incurred which arise out of the use of the Pavilion and Park Facilities.

Signature

Date

Print Name

DEPOSIT RETURNED: _____ DATE: _____
(signature of person receiving refunded deposit)

FOR OFFICE USE ONLY:
DEPOSIT AND RESERVATION TAKEN BY: _____ DATE: _____
RENTAL FEE RECEIPT# _____ CASH DEPOSIT - RECEIPT # _____