

# PARK PAVILION RENTAL FORM

**\$50 LARGE PAVILION PER 4HR BLOCK**

**\$25 SMALL PAVILION PER 4HR BLOCK**

**\$250 WEDDING/RECEPTION PER 4HR BLOCK (\$500 FULL DAY)**



Event Date: \_\_\_\_\_

Event Time (4 hour block): \_\_\_\_\_ Estimated number of Participants: \_\_\_\_\_

Park being reserved: \_\_\_\_\_ Pavilion name and/or number: \_\_\_\_\_

Reason for Reservation: \_\_\_\_\_  
(i.e. company party, church function, family reunion, birthday party, wedding ceremony, reception, etc.)

Describe Activities in Detail: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address (street, city, state, zip): \_\_\_\_\_

Deposit received for \*Quick Coupler of \$50: Y \_\_\_ N \_\_\_ Return Date: \_\_\_\_\_ (\*Must be returned within 24hrs or deposit forfeited)

Deposit received for \*Spigot Key of \$25: Y \_\_\_ N \_\_\_ Return Date: \_\_\_\_\_ (\*Must be returned within 24hrs or deposit forfeited)

Deposit received for \*BBQ Grill Key of \$50: Y \_\_\_ N \_\_\_ Return Date: \_\_\_\_\_ (\*Must be returned within 24hrs or deposit forfeited)

## Please read and initial the following terms of rental:

- \_\_\_\_\_ I understand that this is a public park and I am **ONLY** reserving the pavilion. I may use other amenities of the park such as splash pads, sports courts, open space, etc. However, they are not solely for my use and are still open to the public.
- \_\_\_\_\_ I understand that I **MUST** leave a credit card on file. The credit card will be charged a fee if the park is not left in satisfactory condition. The fee amount will be determined after an assessment of the damage.
- \_\_\_\_\_ I understand that the pavilion is reserved in 4hr increments and I must use this 4hr block of time to set-up and clean-up. **If I do not have the pavilion cleaned within this timeframe, I understand my credit card will be charged \$100.** This penalty fee does not, however, allow me to stay at the pavilion over my reservation time.
- \_\_\_\_\_ I understand that an incomplete form or refusal to supply a credit card on file will result in the application being denied.
- \_\_\_\_\_ I understand that I may only have wedding ceremonies and/or receptions at Highland, Nisson, Veterans, or Sullivan Park after reservation and payment of a \$250/4hr venue (or \$500/day) fee. If I am found to be holding the aforementioned at any other park, I understand that **my credit card will be charge a "shutdown" fee of \$500** and the event will be shut down.
- \_\_\_\_\_ I understand that I will **not** receive a refund due to inclement weather.
- \_\_\_\_\_ I understand that I will receive a refund (minus a 25% administrative fee) if I cancel more than 48 hours before my reservation time.
- \_\_\_\_\_ I understand that Washington City staff will review this application and I may be required to obtain a **Special Event Application** and other permits and abide by other conditions to mitigate any risk to Washington City. A staff will contact you if additional conditions are needed.
- \_\_\_\_\_ I understand that I may have a bounce house at a park if I rent a large pavilion. However, a Certificate of Liability Insurance must be received and on file prior to the event.
- \_\_\_\_\_ I understand that I may not set up amusement type rides, slip & slides, dunk tanks, stages, sound equipment, animal rides, carnival games, or any other like equipment in the park without an approved **Special Event Application** from the City. If the above equipment is set-up without the proper approval, the event will be cancelled by City staff for failure to comply and deposits and payments become non-refundable.
- \_\_\_\_\_ I understand that I may **not** charge admission, collect fees or dues, sell products or services, or conduct the exchange of any monies in conjunction with hosting an event without an approved **Special Event Application** from the City.
- \_\_\_\_\_ I understand that domestic animals are prohibited in the park. I understand that alcohol is prohibited in the park.
- \_\_\_\_\_ I understand that an additional \$25 fee is required for use of the Barbeque Grill at Veterans Park.
- \_\_\_\_\_ I understand that the park hours are 6:00 AM - 10:00 PM.

By signing below I acknowledge that the information given is complete and accurate, and I agree to abide by the conditions provided herein. I understand that I am renting either the large pavilion for \$50/4hr, the small pavilion for \$25/4hr, or a wedding/reception for \$250/4hr. This fee guarantees me a **pavilion** on the day and the time stated above **as long as the above conditions are met. All lines must be initialed or reservation may be canceled and fees forfeited.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Office Use Only

Fee Amount: \$ \_\_\_\_\_ Invoice #: \_\_\_\_\_ FD Initials: \_\_\_\_\_

CC Office Manager: \_\_\_\_\_ CC on File: \_\_\_\_\_ Date: \_\_\_\_\_ Special Event Application Needed: Y \_\_\_ N \_\_\_