



PAVILION RESERVATION FORM

Town Hall Park _____

Community Park _____

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: HOME# _____ WORK# _____ CELL# _____

DATE OF RESERVATION: _____ TIME – START _____ END _____

ABSOLUTELY NO LOUD MUSIC

PAVILIONS AND PARKS ARE OPEN FROM DAWN TO DUSK

REASON (ADULT PARTY, CHILD PARTY, BABY SHOWER, OTHER): _____

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

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

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

CONFETTI, LIVESTOCK, GLASS BOTTLES 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.

RENTAL FEE PAID: Town Hall-\$200.00 – Community Park-\$150.00 (**NON-REFUNDABLE**)RECEIPT# _____
THIS ACKNOWLEDGES RECEIPT OF \$200.00 CASH DEPOSIT - RECEIPT # _____

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

TOWN HALL PAVILION ONLY- KEY MUST BE PICKED-UP BY 4PM ON THE FRIDAY BEFORE PARTY DATE

SIGNATURE OF PERSON GIVEN KEY TO FANS AND LIGHT FIXTURES.

(signature) (state which key #42 or #46 is received – same key for both.)

KEY RETURNED (IF APPLICABLE): _____ DATE: _____
(signature of employee received by)

(The top box is an electrical outlet and the middle box is for the ceiling fans and the bottom 2 boxes are for the 2 sets of overhead lights.)

ABOVE ACKNOWLEDGED AND AGREED TO BY: _____ DATE: _____
(signature)

DEPOSIT AND RESERVATION TAKEN BY: _____ DATE: _____
(signature)

DEPOSIT RETURNED: _____ DATE: _____
(signature of person received by)