

Centre Region Parks & Recreation PERSONAL PAVILION RENTALS

Day(s) & Date(s) of Event: _____

Times of Event (start/end): _____

Notes: _____

Date of Request : _____

By (staff member): _____

Facility Request: _____

Location: _____

- Any placement of temporary structures (tents, canopies, grills, cookers, etc.)? _____

- Per Rental Policy: This event requires proof of insurance (Homeowners or Rental) at the time of making reservation.

Carrier: _____

Policy #: _____

Expiration Date: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

TYPE OF EVENT: (Check all that Apply)

- Birthday Party ____ Friend Gathering ____
 Wedding/Reception ____ Class Reunion ____
 Family Reunion ____ Retirement Party ____
 Other (list) _____

- Number of guests expected _____

Will your event be serviced by a commercial caterer or potluck style? Caterer (or) Potluck (circle one)

Caterer Name: _____

Does the caterer require vehicular access? _____

(This only is for Sunset Park; would need to come into office for the Ballard Key and \$25 cash deposit)

- Is electricity being requested (Holmes Foster & Friedman Parklet only)? _____
For what devices? _____

- Areas of park requested to use (in addition to pav., ex., fields, bridges, barn, etc.)

- Any entertainment? Music (live or recorded), Carn. games, Tumblebus, live animals, inflatables, etc?

Checklist

- Received Insurance Information?
- Received Payment
- Music/Sound must not be audible beyond the park boundaries
- Litter/Trash must be collected by group
- All decorations including staples, tacks and tape must be removed after event
- Over flow parking/ Encourage Car Pools
- No driving or parking on grass or unauthorized area
- Was informed about the \$20 cancellation and revision policy
- Was informed about the Inclement weather policy and when to call for rescheduling