



PAVILION RENTAL PERMIT APPLICATION

****Proof of Residency & Non-Profit Status Required****

Taken By: _____
Date: _____
Time: _____

- Facility:**
- | | | |
|---|---|---|
| Walter & Mary Burke Park
36300 Front St. | Maynard "Red" Aurand Memorial Park
34900 Huntley Dr. | Cricklewood Building
35248 Cricklewood Blvd. |
| <input type="checkbox"/> Outdoor Pavilion | <input type="checkbox"/> Outdoor Pavilion | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Indoor Pavilion | | |
| <input type="checkbox"/> Grounds | | |

FACILITY RENTAL INFORMATION

Rental Rates Below Are Per Hour – Minimum 2 hours Required

RATES	Peak Season Labor Day – Memorial Day	Off Season	Non-Profit (M-TH)	Non-Profit (F-SU)
Burke Outdoor Pavilion	\$30 R / \$40 NR	\$20 R / \$30 NR	\$20	\$25
Burke Indoor Pavilion	\$40 R / \$50 NR	\$30 R / \$40 NR	\$25	\$30
Burke Park Picnic Tables (2)	\$5 R / \$10 NR	\$5 R / \$10 NR	\$5	\$5
Maynard Outdoor Pavilion	\$25 R / \$35 NR	\$15 R / \$25 NR	\$20	\$20
Cricklewood Building Gym	\$25 R / \$37.50 NR	\$25 R / \$37.50 NR	\$20	\$20

Rental Information

Name: _____ Phone: _____

Email: _____

Address: _____

Alternate Contact Person: _____ Phone: _____

Day of Week: _____ Date: _____ Start Time: _____ End Time: _____

Group/Occasion: _____ Number in Attendance: _____

Alcohol Permit: No Yes • *No glass containers of any kind.*
(Pavilion Rentals Only) • *All alcoholic beverages must be consumed in the rented pavilion.* **Initials:** _____

Catering Permit: No Yes If Yes, Caterer Arrival Time: _____

Inflatable Structure Permit: No Yes • *An insurance certificate must be presented to the Parks & Recreation Department at least 48 hours prior to the rental date.*
• *An adult 25 years or older must supervise the inflatable at all times.*
• *Children not affiliated with the rental are not allowed to use the inflatable.*
Initials: _____

Picnic Entertainment Package: No Yes • *Any damages or lost materials from the package will be reflected in your security deposit.* **Initials:** _____

FACILITY CAPACITY INFORMATION

<u>LOCATION</u>	<u>PICNIC TABLES</u>	<u>CAPACITY</u>
Burke Outdoor Pavilion	20	Total: 175
Burke Indoor Pavilion	8 (Seats 40 inside, 4 tables each side)	Total: 120
Burke Grounds	2 Picnic Tables	Total: 40
Maynard Outdoor	10	Total: 95
Cricklewood Gym	10 8-ft. Tables, 80 Chairs	Total: 80

PAVILION RENTAL RULES & REGULATIONS

1. Permits are required for any family or group picnics of twenty (20) or more.
2. All park rules apply to rentals.
3. No vehicles are allowed in the park. Vehicles must be confined to parking areas.
4. Rental permit must be retained at all times by user group and presented upon request.
5. The permit is valid only for the date and times shown. There are no rain dates, and rentals must leave promptly upon the completion of their rental.
6. The group is responsible for leaving the shelter area clean and orderly. This includes the following:
 - a. All trash taken to the dumpster and new bags put in receptacles.
 - b. Any party trash or debris (i.e. streamers, balloons, etc.) must be taken down and thrown away.
 - c. Bathrooms must be left in reasonable condition.
 - d. Floors should be mopped if necessary. (Burke indoor pavilion ONLY)
7. No decorative confetti allowed.
8. No person shall bring or consume alcoholic beverages in the park unless approved by the Recreation Director. See reverse side of this form for approval.
9. No dogs are permitted in Burke Park.
10. Renters may bring gas grills to barbeque. **NO CHARCOAL GRILLS ALLOWED.**
11. Foul or profane language or gestures shall not be permitted at any time.

Initials: _____

RENTAL REFUND POLICY

Pavilion and Grounds Only rental refunds will only be permitted under the following circumstances:

1. 100% refund of the rental fee and deposit will be given for cancellations made more than **60 days** prior to the party/rental date.
2. 50% refund of the rental fee and 100% deposit will be given for cancellations made within **30-59 days** of the party/rental date.
3. 0% refund of the rental fee and 100% deposit will be given for cancellations made within **29-7 days** of the party/rental date.
4. 0% refund of the rental fee and deposit will be given for cancellations made within **6 days or less** of the party/rental date.
5. **Inclement weather** - 100% refund of the rental fee will be refunded to "grounds only" permits.
6. **Inclement weather** - 50% refund of the rental fee and 100% deposit will be refunded to pavilion rentals for inclement weather.

Refunds will only be issued to the primary contact and sent to the address on the front of this pavilion rental agreement

****Refunds will be awarded to rental parties that have an emergency, with approval from the Recreation Director****

*****This refund policy will be strictly enforced*****

Permits are subject to all policies, rules and regulations governing issuance. Please read carefully before completing. The undersigned hereby verifies they:

1. *Have authority to sign this application for the above named organization/company/group.*
2. *Have read the rules and regulations above and agree to abide by all rules herein stated. Failure to abide by the rules will result in immediate and/or future revocation of permit and potential loss of security deposit.*
3. *Will perform the necessary clean-up of the park and/or pavilion following usage. See item 6 under Rules & Regulations.*
4. *An adult at least 25 years of age must apply for the rental permit and be present at the rental at all times.*

The undersigned further understands that failure to comply with all agreements herein stated or falsification of any information provided in this application, will be grounds for denial of this or any future permits.

Signature of Applicant: _____

(Do not write below this line)

Permit Approved: _____ Date: _____ Rental Fee: \$ _____ Deposit: \$ _____ Total: \$ _____
 (Programmer or Director) Payment Type: Cash Credit Card

Clean Park/Pavilion: No Yes Damage? No Yes Check #: _____

Return Deposit in the Amount of: \$ _____ Staff Initials: _____ Date: _____ Remarks: _____