

Park Pavilion Reservation Request - AnyCity, USA

Date of Reservation: Time of Reservation: : am/pm to : am/pm

Note: This form must be submitted at least **fourteen (14) days** prior to the requested reservation date.

Location of Pavilion: [Specify Park and Pavilion Number/Name]

Applicant Information:

- Name of Organizer/Applicant:
- Phone Number:
- Email Address:
- Address:

Purpose of Reservation: [Provide a brief description of the event, e.g., family gathering, birthday party, community meeting]

Expected Number of Attendees:

Deposit Information:

- **Deposit Amount** (if applicable):
- **Deposit Refund Policy:** Deposits are refundable if the reservation is canceled at least **seven (7) days** in advance or if the pavilion is left clean and undamaged after the event.

Applicant Declaration:

I attest that I have read and understand the pavilion reservation guidelines attached to this request form. I will ensure that the event I am organizing adheres to AnyCity's park regulations. I understand that the reservation may be revoked or modified at any time if public safety concerns arise, or if the event is not conducted in accordance with the City's guidelines.

Applicant Signature:

Date:

Park Pavilion Reservation Guidelines

- **Application Process:** Pavilion reservations will only be confirmed after the applicant completes the request form and submits it to the City for review. A permit will be issued upon approval.
- **Reservation Duration:** Pavilion reservations are limited to a maximum of **six (6) hours** per day.

- **Frequency Limitations:** Any individual or group may reserve a pavilion up to **twice per month** to ensure fair access for all residents.
- **Non-Eligible Activities:** The following activities are not permitted at the pavilion:
 - Commercial activities or sales without prior City approval.
 - Events involving amplified sound without a special permit.
 - Activities that pose a safety risk or could cause damage to the pavilion or park grounds.
- **Clean-Up Responsibilities:** The applicant is responsible for ensuring the pavilion and surrounding area are clean and free of trash or debris after the event. Failure to do so may result in forfeiture of the deposit.
- **Decorations and Setup:** Decorations must be temporary and should not cause damage to the pavilion. No nails, staples, or adhesives that could damage surfaces are allowed. Setup and tear-down must occur within the reserved time slot.
- **Parking:** Parking is available on a first-come, first-served basis. No vehicles are allowed on grass or pedestrian paths.
- **Supervision Requirements:** If children under the age of **10** are present, there must be at least one adult (age **16** or older) supervising at all times.
- **Cancellation Policy:** Reservations must be canceled at least **seven (7) days** in advance to receive a full refund of the deposit. Cancellations made less than seven days in advance may result in forfeiture of the deposit.

Submission Information: The completed reservation request form should be submitted to the AnyCity Parks and Recreation Department via email at [Parks Department email] **at least fourteen (14) days** before the desired reservation date.

For any questions or concerns, please contact the Parks and Recreation Department via email or phone at [Parks Department contact number].