

# City of Shinnston Pavilion Rental Agreement

Applicant Name: \_\_\_\_\_

Name of Event or Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Alternate telephone Number: \_\_\_\_\_

Date of Party: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

## Pricing Guidelines:

Large pavilion: \$80.00

Small pavilion: \$60.00

A minimum of \$25 of your rental fee must be paid at time of application. Any remaining balance must be paid on the day of your party or on the last business day of the week if your event falls on a weekend.

## Rules and Regulations:

1. Use of the pavilion must be reserved
  2. All reservations are on a first come first served basis.
  3. Picnic tables may not be removed from the pavilions. For insurance reasons, you must also have prior approval to bring in any extra equipment/etc. (Example – ponies for pony rides, inflatable apparatus etc.)
  4. ALCOHOLIC BEVERAGES/DRUGS & DRUG PARAPHERNALIA ARE NOT PERMITTED ANYWHERE WITHIN PARK. (Those found in possession will be asked to leave the park immediately without refund and police will be called for illegal substances.)
  5. Please bring proof of rental agreement with you the day you have rented (receipt or rental agreement)
  6. Requests for additional equipment (basketball, volleyball, corn hole, horse shoes, bocce) must be made at the time of the reservation.
  7. Rental fee will not be refunded because of inclement weather.
  8. Maintenance Responsibilities: Persons renting the pavilion are responsible for the general clean up of the facility. If an employee has to clean up there will be an extra charge of \$25.00. Persons renting the pavilion are also responsible for any damages to facilities and/or equipment used during their function and is liable for any costs.
  9. Any cancellations must be made no less than five (5) days before the reserved date or fees will be forfeited.
- \*\*\*\*Rental fee and deposit must be paid by: cash, check, or money order only. Please make checks and/or money orders payable to The City of Shinnston.

I certify that I have read the Rules and Regulations governing the rental of the above said pavilion and I agree to abide by such.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

“Please help keep our park clean and safe!”

## Office Use Only:

Fee paid: \$ \_\_\_\_\_ (rental) cash / ck # \_\_\_\_\_ Received by: \_\_\_\_\_

Deposit paid: \$ \_\_\_\_\_ (deposit) cash / ck # \_\_\_\_\_ Received by: \_\_\_\_\_ Remaining balance: \_\_\_\_\_

Please make checks payable to the City of Shinnston

Additional charges: \_\_\_\_\_

Management authorization: \_\_\_\_\_