



# Pavilion Reservation Form

**Contact Person:** \_\_\_\_\_

**Phone #(s):** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**Email:** \_\_\_\_\_

**Reason for Reservation:** \_\_\_\_\_

**Pavilion:**                      Olive St.                      Tower                      Clark (Lake Atalanta)                      Railyard

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_                      **Time:** \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_

**Rental Fee:** \$ \_\_\_\_ . \_\_\_\_ (received at time of reservation)

**Deposit:**    \$75.00  
\$75.00 security deposit required for all pavilion reservations

**Total:**     \$ \_\_\_\_ . \_\_\_\_  
*\*If paying deposit by check, write separate from rental fee*

**Rental Fees:**

**Olive St. & Tower**

- \$15/hr.
- \$75/day

**Clark & Railyard**

- \$30/hr.
- \$100/day

**PLEASE READ AND INITIAL BELOW:**

Reservation of this pavilion includes exclusive use of covered space directly under pavilion. Any surrounding playground, restrooms, parking lot or open space will remain open to the public and is not included in this reservation.

**INT:** \_\_\_\_\_

**If paying by check, how would you like the deposit returned?**

- Pick up the deposit check \_\_\_\_\_
- Have the deposit check mailed back \_\_\_\_\_
- Shred the deposit \_\_\_\_\_

**Any special needs or request?**

  
  
  

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_