PARK RESERVATION FORM - 2017

FOR OFFICE USE ONLY

Event Date:_____

Pavilion:_____

WALKERSVILLE PARK PAVILION RENTAL

_____COMMUNITY PARK (Kenneth Dr. Extended off Biggs Ford Rd)	_____HERITAGE FARM (9224 Devilbiss Bridge Rd)	_____CREAMERY (Glade Rd & Pa Ave)	ALCOHOL PERMIT
_____Pavilion #1	_____Pavilion Small	_____Pavilion	____Not Required
_____Pavilion #2	_____Pavilion Large ($75)		____Town Permit
_____Pavilion #3	_____Fire Ring		____County Permit

Group Name: _____ Function: _____

Rental Date: _____ Time of Use: _____ To: _____

PARK GATE WILL BE LOCKED AT SUN-SET)

Applicant's Name: _____ # of Users: _____

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Applicant's Phone #: Day _____ Evening _____

NOTE: PAVILION USE BY RESERVATION ONLY. BE SURE TO TAKE THIS FORM WITH YOU TO YOUR EVENT.

A $40 rental fee and a $50 security deposit will be charged per pavilion and is payable when reservation is made. New Pavilion at Heritage Farm Park $75 rental fee and $50 security deposit. Cash or checks will be accepted. Checks should be made payable to **Town of Walkersville. Two separate checks need to be submitted**. Security deposit check should be postdated to date of reservation. If the pavilion is left in clean condition, deposit check will be returned on the first Monday following the event. **Rental fee will be forfeited if event is canceled within 14 days of reservation date.**

Town of Walkersville, P. O. Box, 249, Walkersville, MD 21793 Phone: 301-845-4500 Fax: 301-845-2406
E-Mail Address: TownofWalkersville@comcast.net

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RESERVATION CONFIRMATION

Approved By:_____ **Date Deposit Returned:**_____

Am Paid: Rental $_____ **CK#**_____ **Deposit $**_____ **CK#**_____ **Alcohol Permits $**_____ **CK#**_____

TURN OVER FOR RULES, REGULATIONS AND SIGNATURE

TOWN OF WALKERSVILLE PARK PAVILION RENTAL RULES AND REGULATIONS

* This reservation form entitles use of Pavilion and immediate area only. Other areas of Park remain open to public access and use. Activities are prohibited in parking lot.

* Due to limited parking lot capacity, group sizes are limited to 50 persons per pavilion. Parking is limited to parking lot only. **UNDER NO CIRCUMSTANCES WILL PRIVATE VEHICLES BE PERMITTED ON GRASSY AREAS, THIS INCLUDES CATERING VEHICLES.** Do not park on park entrance road.

* **NO ELECTRICITY AVAILABLE.**

* No pets are allowed at Community Park. Pets allowed at Heritage Farm Park in designated exercise areas only.

* Town of Walkersville Alcohol Permit required for beer and wine consumption. Alcohol sale permitted only with County liquor license.

* No fires are permitted except in grills. Fully extinguish the charcoal and clean the grill at the end of use.

* The applicant is responsible for leaving facilities in the same condition as found. All trash and cigarette butts are to be placed in the receptacles provided. If tables are rearranged they are to be put back as there were found. You need to supply your own cleaning equipment (broom, dustpan, etc.).

* Groups will refrain from walking and playing in the brook.

* The tot area of the playground is to be used only by small children.

* **THE PARK WILL BE CLOSED AND GATES WILL BE LOCKED AT SUNSET - DON'T GET LOCKED IN!!** Be sure your clean-up is completed prior to closing time.

* Failure to comply with these rules may result in your group being banned from future park use.

I hereby agree to the rules of this application and also agree to indemnify and hold the Burgess and Commissioners of the Town of Walkersville harmless from all claims, damages, and causes of action which may arise as a result of the use of the premises. I understand that failure to comply with these rules may result in my group being banned from future parks use.

_____ _____

Applicant's Signature Date