

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. 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 for deposit and rental fee will be awarded to any renter if the request to cancel is made within at least **60 days** of the party/rental date.
2. 50% refund for rental fee and 100% deposit will be awarded to any renter if the request to cancel is made within **30-59 days** of the party/rental date.
3. 0% refund for rental fee and 100% deposit will be awarded to any renter if the request to cancel is within **29-7 days** of the party/rental date.
4. 0% refund for rental fee and 0% deposit will be awarded to any renter if the request to cancel is with **6 days or less** of the party/rental date.
5. **Inclement weather-** 100% refunds and deposit will be refunded to "grounds only" permits.
6. **Inclement weather-** 0% 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 pavilion rental agreement

****Refunds will be awarded to rental parties that experience a death or serious bodily injury****

*****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 be present 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.

Applicant's Name & Address (Please Print):

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Signature of Applicant: _____ Phone: _____

Alternate Contact Person: _____ Phone: _____

(Do not write below this line)

Permit Approved: _____ Date: _____ Rental Fee: \$ _____ Deposit: \$ _____ Total: \$ _____

(Programmer or Director)

Payment Type: Cash Credit Card

Check #: _____

Clean Park/Pavilion: No Yes Damage? No Yes Remarks: _____

Return Deposit in the Amount of: \$ _____ Check #: _____ Date: _____