



PICNIC PAVILION RESERVATION REQUEST

For Office Use Only:
Date Received: _____ Received By: _____

English Park
Shreve Park

Section I - Fee Schedule

Large:	Rental fee is \$50.00 for 4 Hours	12 Tables	Accommodates approximately 100 people
Small:	Rental fee is \$25.00 for 4 Hours	6 Tables	Accommodates approximately 50 people

Section II - Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Event Description: _____ Number of Expected Guests: _____

Event Start Date: _____ Event End Date: _____

Event Repeats (i.e., first Monday of each month, etc.): _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

- The large pavilion at English Park may not be rented during Splash Pad operating times (Memorial Day - Labor Day).
- There are no on-site grills. You may bring a grill to use, but grills may not be used underneath the pavilion itself.
- Alcoholic beverages are prohibited in all Town parks.
- Pavilions may be reserved at Town Hall. Call 434-369-5001 to verify availability. Rental fee must be paid at time of reservation. All parks close at dark.
- When not reserved by any group, pavilions are available free of charge on a first-come, first-serve basis.

Section III - Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of the Town's pavilions. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the Town of Altavista, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto. The Lessee agrees to be held fully responsible for all damage to the premises during the planned event and to pay for damages in full immediately upon presentation of a bill from the Town of Altavista.

Applicant Signature: _____ Date: _____

	For Office Use Only
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Calculation: First 4 Hours: \$ _____ Additional Hours: _____ X \$ _____ = \$ _____ Damage Deposit: \$ _____ Total Due: \$ _____	
Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____ _____ / _____	