

**TOWN OF VAN BUREN PARKS AND RECREATION DEPARTMENT
PAVILION RESERVATION FORM**

DATE OF RESERVATION: _____ APPROX. NUMBER IN GROUP: _____

**** PLEASE NOTE: NO GROUPS ARE ALLOWED ACCESS TO PICNIC FACILITIES BEFORE 10:00am.** Groups must vacate the park **1 hour before** designated park closing time. (Park closes according to sunset times. Ask us closing time for reservation date noted above.) **“ARRIVAL TIME”** is the time people will arrive to **set-up, decorate, start grills, etc.**, and **“DEPARTURE TIME”** is the time the last person will leave after clean-up.

ARRIVAL TIME: _____ DEPARTURE TIME: _____

WHICH PICNIC FACILITY? (please circle one): **A** **B** **C** **D** **E** **F** **G** **LODGE**
(Note: A, E, F & G are SMALL pavilions - NO electricity!)

NAME OF GROUP: _____ PHONE: _____

ADDRESS: _____

RESPONSIBLE PERSON: _____ PHONE: _____ (H) _____ (W)

Email address: Must have a valid email _____

(“Responsible Person” MUST be on site during times listed above)

ALCOHOLIC BEVERAGES AT EVENT (TYPE & AMOUNT): _____ **(See guidelines inside this packet)**

ACTIVITY PLANNED (please circle): **REUNION** **WEDDING / RECEPTION** **GRADUATION PARTY** **OTHER:** _____

PARK ATTENDANT INFORMATION: Park attendants will check your group into your facility and out at the end of your event. They will check on your group periodically through the course of the day and take your trash. If you need to get a hold of them please call **315-403-0627**.

VAN BUREN POOL- Each person will need to pay as they enter the gate. Combo packs will be available for those who rent pavilions (only valid for day purchased) – see insert for more details.

A **DAMAGE DEPOSIT** in the amount of **\$100.00 (payable by CHECK ONLY, made payable to the TOWN OF VAN BUREN)** is required for each reservation. Your damage deposit **MUST BE RECEIVED BY THIS OFFICE no later than four business days before your event.** **** WE DO NOT MAIL THESE CHECKS BACK TO YOU AFTER YOUR RESERVATION.** You are welcome to come pick up the check **two business days after** your reservation as long as there are no charges. If there will be any charges against your damage deposit, you will be notified by telephone. Should this be the case, we will deposit your check, send you an itemized list of charges, and a voucher will be processed for any balance due back to you. The Town pays these bills twice per month at the Town Board meetings. **If there are no charges to your damage deposit check, “VOID” will be written on it and it will be stapled to your paperwork and filed. You may stop in to pick it up at any time.**

I hereby acknowledge that I have read, understand and agree to comply with the above and enclosed terms and conditions. I further verify that I am 21 years of age or older and assume responsibility for the actions of the members of the above group. I understand the Town of Van Buren is providing the above listed group with the use of the designated picnic shelter as long as park policies are obeyed.

GROUP REPRESENTATIVE'S SIGNATURE _____

PARK REPRESENTATIVE'S SIGNATURE _____

DATE : _____

DATE : _____

**** OFFICE USE ONLY ****

RECEIPT NUMBER: _____ AMOUNT: _____ DATE PAID: _____

DAMAGE DEPOSIT PAYABLE: _____ DATE PAID: _____

COMPLIANCE & INDEMNIFICATION AGREEMENT FILED? _____

SPECIAL NOTES: _____