



North Manchester Parks & Recreation  
 603 Bond St., P.O. Box 252 / North Manchester, IN 46962  
 (260) 982-4919 / FAX (260) 982-7066

## RESERVATION AGREEMENT

MAIN PAVILION - 9TH ST PAVILION - GAZEBO - WATERFALL

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**Name of Rental Party or Group/Organization Representative**

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**Street Address**

**City/Town**

**State**

**Zip Code**

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**Home Phone No.**

**Cell Phone Number**

**E-mail Address**

<b>Rental Date:</b>				
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**Day of Week**

**Month**

**Day**

**Year**

<b>Facility:</b>	Main Pavilion <input type="checkbox"/>	9th St. Pavilion <input type="checkbox"/>	Gazebo <input type="checkbox"/>	Waterfall <input type="checkbox"/>	
<b>Time:</b>	8 am-3:00 pm	3:30-11:00 pm	8 am-3 pm      3:30-11:00 pm	8:00 am-11:00 pm (daily rental)	
	1/4      1/2	3/4      Whole			_____ to _____
	North Half	South Half			(2 hr increments)

<b>Event</b>	<b>Estimated Attendance:</b>
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As representative of the above named organization/group, I hereby rent the above listed facility for the above listed date and time. As the responsible party for this organization/group, I understand it is my duty to see that all park rules are obeyed by the group while using the facilities. The following rules and regulations are applicable to the use of all facilities within the North Manchester Parks & Recreation system:

- 1) Permission to reserve any facility or site owned by the North Manchester Parks & Recreation Department will be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public and will not present danger to the public health and safety of the community.
- 2) Town Ordinance strictly **PROHIBITS alcoholic beverages and drugs** on town property.
- 3) **Amplified music** or the promotion or sale of any article is **expressly prohibited without a Special Use Permit**.
- 4) Violations of park rules may result in the group being required to vacate the premises without refund of the use fee.
- 5) We strongly advise that you investigate the furnishings and amenities (lights, electrical outlets, tables, benches, grills) prior to reservation day.
- 6) **Groups are expected to provide their own set-up, and to leave the facility and area free of litter and debris. If Additional cleanup of your rental area is required, you will be billed at a rate of \$25/hour plus costs related to damage or vandalism.**
- 7) Park hours are dawn to 11:00 p.m.

I HAVE REVIEWED AND UNDERSTAND THE POLICIES/REGULATIONS REGARDING FACILITY USE AND TAKE FULL RESPONSIBILITY FOR MY GROUP/ORGANIZATION COMPLYING

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**Organization/Group Representative**

**Date**

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**Parks & Recreation Staff Member**

**Date**

Payment is required within five days to confirm the reservation. Refunds will be permitted only if notified 14 days prior to reserved use; minus 20% administration fee. Refunds will not be made due to inclement weather.

<b>Rental Fee:</b>	
<b>Sales Tax:</b>	
<b>Bench Setup:</b>	
<b>Total:</b>	

<b>Date Paid:</b>	
<b>Check No:</b>	
<b>Receipt No:</b>	
<b>Amount Paid:</b>	