

TOWN OF LYSANDER PARKS AND RECREATION DEPARTMENT
PICNIC SHELTER RESERVATION

Date Reserved _____ Approximate # of People _____

Rotary Pavilion _____ Small Pavilion _____
(w/water, electricity & side curtains, has 6 tables) (no water, electric or curtains, has 4 tables)

Arrival Time _____ Departure Time _____
(*Dusk or no later than 8:45 pm)

Name of Group _____

Group Representative _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Work) _____

Email Address _____

Responsible Person _____
Must Be On Site During Times Listed Above

ACTIVITY PLANNED (PLEASE CIRCLE):

PICNIC REUNION WEDDING PARTY OTHER _____

Softball Field/Number _____ Time (Max 2 hrs) _____

Security Deposit Refund Check Should Be Issued To: _____

I hereby acknowledge that I have read, understand and agree to comply with the enclosed terms and conditions (see back side). I further verify that I am 21 years of age or older and assume responsibility for the above group. I understand the Town of Lysander is providing the above listed group with use of the designated pavilion so long as park policy is obeyed. I have read & understand the park rules, in particular that NO ALCOHOL & or DOGS are allowed in the park, and will enforce with my group.

Group Representative's Signature Park Representative's Signature

Date _____ Date _____

* OFFICE USE ONLY *

Receipt Number _____ Amt paid _____ Date Paid _____

Security Deposit Receipt # _____ Amt paid _____ Date Paid _____

Special Notes: NO ALCOHOL OR DOGS ALLOWED IN THE PARK

***Pavilions must be cleaned up & patrons ready to leave 15 minutes before closing**

Security Deposit refund check # _____ issued on _____.

LYSANDER PARK PAVILION FEES

	<i>ROTARY PAVILION</i>	<i>SMALL PAVILION</i>
FEE	\$35.00 **	\$20.00
(over 100 people)	\$45.00	- -
SECURITY DEPOSIT	\$25.00	\$25.00
PICNIC TABLES	8	4
BARBEQUE GRILL	2	1
ELECTRICITY	YES	NO
WATER *	YES	NO

*NOT FOR SPRINKLERS OR HOSING
RESTROOMS AVAILABLE AT THE MAIN BUILDING

Pavilion Reservation Notes

NO ALCOHOL ALLOWED -

1. The group will be responsible for returning the facility to its original set up when finished. **(Put trash in receptacles, clean off tables, etc)**
2. Any supplies or equipment must be provided by the group reserving the facility.
3. Groups using the facility are expected to follow the Rules of the Park. (See attached)
4. Groups understand that they are entitled to exclusive use of the pavilion, but not all of the other park facilities. They are still open to the public.
5. **Tents:** Permission may be granted for erection of a tent; however, the request **must** be made to the park **prior** to your reservation.
6. **Caterers:** If a caterer is to be used, the office must know in advance.
7. **Closing:** check with Park Attendant for closing time – all groups must be picked up & **ready to leave 15 minutes prior to closing.**

Refund Policy

Full refund minus **\$5.00 (\$10.00 if charged)** Administrative Fee - Four weeks in advance.

Half refund minus **\$5.00 (\$10.00 if charged)** Administrative Fee - Two weeks in advance.

NO refund - under 2 weeks or for inclement weather.

BOUNCED CHECK POLICY: \$20.00

NOTE: The Town of Lysander reserves the right to deny use of park facilities in subsequent years based on problems encountered with a pavilion group.

Revised 1/08