

[CITY OF _____]

[FULL ADDRESS
PHONE & FAX NOS]

**CITY PARK RENTAL APPLICATION & AGREEMENT
[NAME OF PARK]**

Renter Information:

Name of Group or Individual(s):	
Address:	
Phone Number(s):	
Fax Number:	
Email Address(es):	
Nature of Event:	
Anticipated Attendance:	
Security Deposit Received:	\$ _____ on _____ [date]
Rental Fee Received:	\$ _____ on _____ [date]

Date(s) and Hours Requested (the "Event Date"):

Date(s)	From (am/pm)	To (am/pm)

For Juvenile Party Use Only:

Number of Juveniles	Number of Chaperons
Names of ALL Chaperons	

Rules and Conditions of Rental

1. This Agreement covers rental of the _____ [insert the areas covered by the agreement, e.g. kitchen area, picnic area #'s, barbecue pits, etc] only (the "Rental Area"), located on the ___ side of _____ Park (the "Park"). Restrooms, picnic tables and barbecue / fire pits outside of the Rental Area remain open for public use.
2. A refundable security deposit of \$###.## must be received by the Recreational Director in order to reserve the Rental Area for the Event Date. Renter is responsible for insuring that no damage is caused by Event attendees to the Rental Area or the grounds immediately surrounding the Rental Area. If any damage occurs to the Park or the Rental Area or if clean-up of the Rental Area is not adequate, in the opinion of the Recreational Director, the deposit will be held until the damage is repaired or adequate clean-up has taken place. Any deductions from the security deposit for repairs or clean-up charges will be for actual cost of labor and materials.
3. No admission fee, donation, contribution or other charge shall be collected or be permitted to be collected by the Renter where alcoholic beverages are consumed unless prior approval has been secured from the _____ Police Department. Renter shall not permit alcoholic beverages to be consumed in the Rental Area by any person or persons who have not reached the legal drinking age.
4. Renter must obtain written permission before moving any picnic tables, removable grills or barbecues, or any other equipment or items from their original locations.