

Canal Fulton Park Reservation Form

Organization/Group Reserving: _____

Reservation Day & Date: _____ Time: _____

Contact Person: _____

Address: _____

Email Address: _____

Phone/Cell Number: _____ Reason for Reservation: _____

Expecting number of participants: _____

Is your reservation for a fundraising or other event (open to the public) such as a race? Yes No

Is your reservation for individual/family use (birthday party, family reunion, wedding)? Yes No

If open to the public, will you be charging a fee? Yes No

Will alcohol be served? (If yes, an alcohol permit is required) Yes No

Please indicate the park location and facility you would like to rent:

| Reservation Location | Deposit | Fee |
|---|---------|-------|
| St. Helena Heritage Park- pavilion only | \$50 | \$45 |
| St. Helena Heritage Park- entire park including pavilion | \$50 | \$100 |
| Muhlhauser Park- Large Gazebo plus restroom * | \$50 | \$75 |
| Muhlhauser Park- Small Gazebo plus restroom * | \$50 | \$30 |
| Muhlhauser Park- Both large and small Gazebo plus restrooms * | \$50 | \$100 |

*when making reservations at Muhlhauser Park, you are responsible for picking-up and returning restroom key from the Canalway Center. Restrooms are kept locked and cleaned.

Other information and park rules:

The reserved use of St. Helena Heritage Park/Muhlhauser Park and/or its facilities is by permit only through the authorization of the Canal Fulton Park Board.

Reservation forms and fee payments are required for the reservation of a park facility. All fees and deposits must be made at time of reservation to hold a facility space.

A pavilion reservation does not reserve or entitle a group to exclusive use of the park, sports fields or other park amenities, unless reservation and payment has been made for their exclusive use.

Festivals or special events must seek a Special Event Permit from the parks board and pay appropriate facility reservation fees.

Bring a copy of your reservation form with you the day of your reservation to show proof of reservation. If unregistered individuals refuse to leave, you may contact the police at 330-854-2211

Refund policy: **All cancellations must be made within 14 days of reservation to receive full refund.** No refund will be given for unfavorable weather conditions or personal conflicts or circumstances if received later than the 14-day cancellation policy.

Pavilion renters who fail to perform adequate clean-up, or damage occurs to city property and facilities, will forfeit any deposit fees and may be billed at full cost recovery rates plus overhead for cleanup and repair. **You are responsible for cleanup, disposal of all trash, removal of any and all decorations, food, paper products, etc.**

I agree to abide by all rules and regulations of Canal Fulton Parks. I further agree to pay for all damages to the facilities that may be caused by my group/organization (other than normal wear and tear.) It is also understood that the City reserves the right to cancel any reservation at any time should a conflict arise with your use of the facilities. Furthermore, I agree to not hold the City of Canal Fulton or any of its employees responsible for any and all accidents, injuries, damages or monetary loss from my group/organization's use.

Signature: _____ Date: _____

Method of payment: All reservations are made on a first come first served paid basis. Reservation form and deposit is required to hold facility and date. You may mail this form with payment to the City of Canal Fulton: Parks and Recreation, 155 Market St. E, Canal Fulton, OH 44614. Make checks payable to: City of Canal Fulton.

Office Use Only

Date request received: _____ Staff intl. _____

Facility Use Fee(s): _____ Deposit Collected \$ _____

Deposit returned: Date: _____ Amount: _____