

# Canal Fulton Park Reservation Form

City of Canal Fulton: Parks & Recreation, 155 Market St. E, Canal Fulton, OH 44614  
 www.cityofcanalfulton-oh.gov/departments/parks-and-recreation-department/  
 330-854-2225 canalway@cityofcanalfulton-oh.gov

Reservation Day & Time: \_\_\_\_\_  
 Organization/Group Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Reason for Reservation: \_\_\_\_\_ Expected # of Participants \_\_\_\_\_

Reservation Location	Total Fee
<input type="checkbox"/> St. Helena Heritage Park - entire park (see special event application)	\$100
<input type="checkbox"/> St. Helena Heritage Park - pavilion w/ electric and grill	\$50
<input type="checkbox"/> Muhlhauser Park - large gazebo (includes restroom)	\$125
<input type="checkbox"/> Muhlhauser Park - small gazebo (includes restroom)	\$80
<input type="checkbox"/> Muhlhauser Park - both gazebos (includes restroom)	\$150

Will alcohol be served? (if yes, an alcohol permit will be required)      YES      NO  
**\* rental of the entire Park at St. Helena is for Special Events only and will require a separate application\***

**Additional Information:** The use of these facilities is by reservation only. This form and rental fee are required at the time of reservation to hold facility space. All reservations are made on a first come, first served, paid basis. Your reservation is not guaranteed until payment has been made in full. Reservation forms may be (1) emailed to canalway@cityofcanalfulton-oh.gov (2) dropped in the drop box at City Hall or (3) mailed to Canal Fulton City Hall at 155 Market St. E, Canal Fulton, OH 44614. Reservations mailed or dropped off should be marked attention to Parks. Make checks payable to: City of Canal Fulton. If your reservation form is emailed payment must be received within 7 days to ensure your date is held. A confirmation of your reservation will be sent to the email on file. The City reserves the right to refuse a reservation request at any time. A reservation does not entitle a group to exclusive use of the parks, fields or other park amenities unless specific reservation and payment has been made. Festivals or special events must seek a Special Event Permit from the Park Board and pay appropriate facility reservation fees. Bring a copy of your confirmation the day of your event to show proof of reservation. Notice of your reservation will be posted. If unregistered individuals refuse to leave, you may contact the police at 330-854-2211.

**Refund Policy:** Cancellations must be received in writing within 14 days of reservation date to receive a full refund. No refunds will be given for unfavorable weather, personal conflicts or other circumstances beyond this 14-day period.

**General Park Rules:** You are responsible for cleanup, disposal of all trash, removal of any and all decorations, food, paper products, etc. Renters who fail to perform adequate cleanup or who damage facilities will forfeit any refundable fees and may be billed at full cost recovery rates plus overhead for cleanup and repair. Radios/audio should only be audible in the immediate area and should be acceptable for families and not disturbing to others. Alcohol is NOT permitted on park grounds. If you are serving alcohol at your event, you MUST have a pre-approved alcohol permit.

**Muhlhauser Park ONLY:** The rental at Muhlhauser Park includes use of the restrooms. It is your responsibility to make arrangements to pick up the restroom key. The restrooms at Muhlhauser are kept locked and cleaned. Arrangements for key pick-up can be made by emailing the address above. The key may be picked up at City Hall within 2 days of your reservation date during normal business hours (M-F / 8a-4p). After your event the key can be dropped off at City Hall during normal business hours or in the drop box at any time.

Picnic tables are not to be moved out of the pavilion. If they are taken out of the pavilion, they MUST be put back before the end of your reservation. No confetti, rice, glitter, fake flower petals, etc. shall be used during your reservation and all decorations used must be removed.

\$50 of your reservation fee will be returned to you via check mailed to the address on file within 30 days once the restroom key is returned and the items above have been verified. Failure to adhere to the above and/or the guidelines outlined in your reservation form could result in forfeiture of your deposit.

**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 my reservation at any time should a conflict arise with my 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, illness, or monetary loss from my group/organization's use.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use Only

Date Recvd \_\_\_\_\_ Fee Collected \_\_\_\_\_ \$/Chk Staff Intl \_\_\_\_\_

Key PickUp \_\_\_\_\_ Key Return \_\_\_\_\_ Deposit Returned \_\_\_\_\_