

PAVILION RESERVATION FORM

Any person or organization desiring to reserve a pavilion at Mineral Lake Park or Eagle Park shall obtain a permit from the Village offices; ***proof of residency is required.***

- **Reservations are not accepted over the phone** and without a completed form and payment.
- **Cancellation by the Village** – Middlefield Recreation reserves the right to cancel any scheduled rentals for any reason. In the event of such cancellation, a mutually satisfactory time and date will be substituted for the canceled time if possible and/or a full refund will be issued.
- **Cancellation by the user** – User must give the Middlefield Recreation Department 48-hour notice in order to cancel a reservation; \$10 processing fee will be applied to all refunds. All cancellations will be communicated to the Recreation Department during regular office hours (M-F, 8am-5pm). Failure to cancel will result in loss of refund. **Cancellations will not be considered for inclement weather on the day of rental.**
- The park may be used from dawn to dusk.
- Guests are asked to comply with all parking regulations and instructions
- Proper attire must be worn at all times.
- Alcoholic beverages are not permitted at the park.
- The Village is not responsible for lost, stolen or left articles. It is strongly recommended that you do not bring valuables into the park.

PLEASE PRINT

Name: _____ Date: _____

Home Address: _____ Email: _____
(Street)

(City) (State) (Zip)

Home Phone: (____) _____ Cell Phone: (____) _____

Date Requested: _____ Arrival Time: _____ a.m. /p.m. Depart _____ a.m. /p.m.
(Include any set-up and clean-up time)

Purpose of Request: _____ Number of people expected: _____

Pavilion requested:

Sperry Lane _____ Grove Street _____ Eagle Park Sprayground Pavilion _____
(Available Memorial Day Weekend to Labor Day Weekend)

This Pavilion is reserved for:

(This is how the Posted sign will read, ex. Black Family Reunion, Becky's Birthday, Ed's Graduation Party)

The Recreation Director/Village offices reserve the right to waive the rental fee if deemed appropriate. The Recreation Department/Village offices reserve the right to assess any additional fee if the pavilion is damaged due to intentional or malicious neglect. The Recreation Department/Village offices also reserve the right to cancel, deny or revoke any future permits for any of its facilities if deemed appropriate.

Signature of Applicant

Date

FOR STAFF USE ONLY:

Applicant is a: Village Resident: \$25.00 Non-Village Resident: \$75.00

Residency Verification: Drivers License Water/Utility Bill Pay Stub

Total Rental Amount: \$_____

Method of Payment: Cash Credit Card Check

Staff Processing Reservation: _____ Date: _____