



# Picnic Shelter Reservation Form

## Empire Residents Only

This reservation form gives you priority for use of the shelter space only. It does not guarantee the cleanliness of the shelter on the day of your reservation, as it is a public space.

Date Completing Form: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Estimated No. Attending \_\_\_\_\_

Event: \_\_\_\_\_ Event Time: \_\_\_\_\_

Name of Individual or Group Reserving the Shelter: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (H) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Time & Fee for Picnic Shelter Reservation (please circle one): 8:00 a.m. – 2:00 p.m. = 25.00 + 75.00 deposit

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Deposit is for damage and/or cleanup.

Amount owing: Fee: \_\_\_\_\_ + Deposit: \_\_\_\_\_ = \_\_\_\_\_

### Important Information to Know:

1. Reservations should be made at least two weeks in advance of the event date.
2. Reservations are for the picnic shelter only, **not** tennis or basketball courts or playground area.
3. Electricity – The wattage is not to exceed 1900 watts. If you pop the circuit breaker, you will be without electricity
4. To secure a reservation, the reservation form and fee must be received in Town Hall, located at 3885 197<sup>th</sup> Street
5. Make checks payable to Empire Township
6. Glass containers such as bottles, drinking glasses, jars, etc. are not permitted in Empire Parks
7. No motorized vehicles are allowed on Empire parks.
8. No animals except domestic pets in parks and they must be leashed.
9. All animal feces shall be picked up and properly disposed of by the animals' owners.
10. Event organizers are responsible for cleaning and disposing of garbage into the garbage containers during and after the event. Excess garbage will be deducted from cleanup deposit.
11. Bring this form with you on the day of your reservation as proof that you have reserved the shelter for your event.
12. Full refunds for reservations will only be given in situations when flooding or severe storm warnings occur.

I, the undersigned, hereby agree to release and discharge Empire Township, its agents, officers, employees, volunteers and insurers from all claims, demands actions, judgments and executions. This release includes all claims that I, or the group reserving and using the shelter may have against Empire Township for all personal injuries, death or property damage that may arise out of the reservation and use of Empire Township picnic shelter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP USE ONLY

Date Payment Received: \_\_\_\_\_ Payment: Cash Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Initials of Staff Receiving Payments: \_\_\_\_\_ Insurance Certificate Submitted for Event: Yes No