

CITY OF FORT CALHOUN

110 SOUTH 14TH STREET
FORT CALHOUN, NE 68023
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City Pavilion Reservation & Information Form

West Market Square Park Gazebo <i>15th & Monroe</i>	Pioneer Park Pavilion <i>8th & Monroe</i>	City Ballfield Pavilion <i>12th & Washington</i>
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Reservation Info / Process

1. Person/Organization obtaining reservations will be held responsible for the conduct of their party while occupying the property. They will also be held responsible for any/all damages occurring during event.
2. No reservations will be issued to minors. Adults (aged 19 and older) may obtain such reservation and must be present to supervise the gathering.
3. No group may charge admission or sell tickets, food or commodities without prior permission.
4. Please post a sign 24-48 hours prior to the scheduled event in the pavilion sign holder.
5. This rental reserves only the pavilion itself. Pavilion rental does not include the entire park.
6. Rental permit is not transferable to another party without prior permission from a city administrator.
7. Reservations can be made through Fort Calhoun City Hall at 402-468-5303

Clean Up / Rules

Clean up time is included in your rental time and you should allow time accordingly. The following items should be completed prior to the end of your reservation time.

1. All tables should be wiped and cleaned of food debris.
2. All trash should be gathered and placed in cans. Trash exceeding receptacle capacity should be securely bagged and placed next to cans.
3. There should be no grilling inside of the pavilions. Flames in park provided grills or personal grills should never be left unattended

Fees

1. All fees associated with pavilion use will help maintain our parks and support future amenities.
2. Pavilion rental fees are \$25 for every four hours of usage. There will be a \$50 minimum for events where more than 100 people are involved.
3. Your payment is refundable if cancelled one week prior to rental.

Applicant Information

Full Name: _____ Date: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Email _____

Event Time : _____ Date: _____ Time: _____

Pavilion Choice: _____

Type of Event: _____