

**TOWN OF GREENWOOD, FLORIDA  
PARK PAVILION RESERVATION FORM**

NAME OF RESPONSIBLE PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. : \_\_\_\_\_

DRIVER LICENSE NO. : \_\_\_\_\_

SECOND CONTACT PERSON: \_\_\_\_\_ PHONE NO. : \_\_\_\_\_

DATE OF RESERVATION: \_\_\_\_\_

ACTIVITY/EVENT: \_\_\_\_\_ THEME: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

KEYS TO GATES/BATHROOMS TO BE PICKED UP ON \_\_\_\_\_ (NO LATER THAN 3:00 PM)

KEYS TO GATES/BATHROOMS TO BE RETURNED BY \_\_\_\_\_ (NO LATER THAN 3:00 PM)

BY SIGNING BELOW, I HEREBY AGREE TO THE TERMS AND CONDITIONS FOR RESERVATION OF THE TOWN PARK PAVILIONS ON THE REVERSE SIDE. I ACKNOWLEDGE AND AGREE THAT I MAY BE RESPONSIBLE FOR DAMAGES UPON BREACH OF THE TERMS AND CONDITIONS.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Fee Paid/Receipt No. \_\_\_\_\_

DATE RECEIVED (STAMP)

## POLICIES AND PROCEDURES FOR RESERVATION OF PARK PAVILIONS

In order to reserve Park Pavilions for a specific date, a reservation form must be completely and accurately signed by the individual reserving the park. The person signing the reservation form shall be the responsible person and shall place a non-refundable cash deposit of no less than \$40.00 with the Town and deposited into the General Fund of the Town of Greenwood.

The following rules and procedures shall apply:

- 1) No alcoholic beverages shall be allowed in the Park without permitting. Town Hall must review and approve permit applications.
- 2) No pets shall be allowed in the park, other than those trained for the assistance of disabled persons who are accompanying the disabled person at the time of entry to the park.
- 3) No motorized vehicles of any type or nature shall be allowed in the park at any time unless authorized pursuant to the reservation for the sole purpose of hauling equipment into the park or unless necessary for the assistance of disabled persons. If an automobile is permitted in the park, the vehicle shall only be operated within the park for the purpose of entry and exit of the park by the disabled person or entry and exit of the equipment.
- 4) If prior permission is obtained for the use of vehicles within the park for one of the stated purposes above, securing the double gates necessary for the entry of the vehicle(s) shall be the responsibility of the person signing the form. The gates shall be kept secure except for the time of entry and exit of the permitted vehicles. The gates shall be secured and locked immediately after the event.
- 5) The person signing the form shall be issued keys to the pavilion restrooms. **It is the responsibility of the person signing the form to pick the restroom key up no later than the last business day prior to the reservation date by 3:00PM CST.** That person shall be responsible for any damage or uncleanness of the restrooms after the event and shall be responsible for turning off the lights and securing and locking the restroom facilities immediately after the event.
- 6) The person signing the form shall be responsible for the cleaning of the Pavilion area. This includes removal and disposal of all garbage, any decorations and any items to secure decorations to pavilion and/or picnic tables (i.e. tacks, tape etc.) immediately after the event. Extra garbage bags are provided and placed in the women's restroom. Garbage bags must be replaced in the trash receptacles immediately after the event.
- 7) There shall be no fires of any kind in the park area, other than in approved grills and equipment. The person signing the form shall be responsible to see that all approved fires in grills or equipment are completely out.
- 8) The event shall be concluded timely according to the time stated on the reservation form. All keys shall be returned by the time stated on the reservation form. The Town Park is open from Sunrise to Sunset daily.

**FAILURE TO FOLLOW ANY OF THESE PROCEDURES OR ANY UNCLEANLINESS OR DAMAGE OTHERWISE CAUSED TO THE PARK DURING THE EVENT BY THE EVENT PARTICIPANTS SHALL BE THE RESPONSIBILITY OF THE PERSON SIGNING THE FORM. IN CASE AN EMERGENCY REGARDING YOUR PARK RENTAL SHOULD OCCUR, PLEASE CONTACT 850-718-7022.**