



SHELTER & FACILITIES RESERVATION REQUEST

Aurora Parks and Recreation Department
129 W. Pioneer Trail, Aurora, OH 44202

CONTACT INFORMATION

Name/Organization: _____

Contact Person/Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: Home (_____) _____ - _____ Work/Cell: (_____) _____ - _____

E-mail address: _____ City of Aurora Resident: Yes No

RESERVATION REQUEST INFORMATION

Event Purpose: _____

- Facility: *(check one)*
- Bicentennial Park Gazebo
 - Sunny Lake Park Boathouse Pavilion
 - Breezy Point Gazebo
 - Sunny Lake Park North Pavilion
 - Ballfield without lights – field # if known: _____
 - Ballfield with lights – field # if known: _____

Date: _____ Time: From _____ a.m./p.m. to _____ a.m./p.m.

Special needs/services requested: _____

FEE INFORMATION

FACILITY CHARGES: Estimated Attendance: _____ Facility Fee (see policies): \$ _____

ADDITIONAL CHARGES (For groups over 125 people, see Policies):

	Quantity		Total
Dumpster:	_____ @ \$225 each (one per 250 people)		\$ _____
Port-o-lets:	_____ @ \$70 each (one per 125 people)		\$ _____
Staff:	_____ @ \$10/hour for _____ hours		\$ _____

TOTAL FEE: \$ _____

REFUNDABLE DEPOSIT: \$ _____

Please make checks payable to City of Aurora.

Separate check for deposit is required.

Reservation will be held for 14 days from Request.

Reservation may be forfeited if signed form and payment are not returned within 14 days.

PLEASE SIGN BACK OF FORM AND RETURN TO THE AURORA PARKS AND RECREATION DEPT.

THE RENTER AGREES:

1. Not to bring or consume alcoholic beverages on the premises.
2. To clean the premises and place all refuse in containers provided by the city.
3. To reimburse the city for any damages to premises, building or equipment.
4. To accept the premises in its present condition and return it in the like condition.
5. The undersigned applicant agrees to indemnify the City of Aurora and its members and/or agents against all liability to persons or property on the premises.
6. To vacate the premises at the scheduled times.
7. Not to attach posters or signs to the premises.
8. To return all city property to designated storage spaces.
9. Failure to comply with the above conditions will result in forfeiture of deposit.

I have read, understand and agree to abide by the terms listed above.

APPLICANT SIGNATURE

DATE

Cc: Parks and Recreation Department, Fire Department, Police Department
Revised February 25, 2008