

Gazebo Reservation Form

Reservation Fee:

\$ 10.00 1-1 ½ hours

\$ 10.00 for each whole or partial hour after first hour

\$ 50.00 Maximum per day

Cleaning/Damage Deposit: \$ 50.00

Date of Event: _____

Group Name: _____

Authorized Agent: _____

Mailing Address: _____

Telephone: _____

Define Use: _____

Times: From _____ **a.m./ p.m. To:** _____ **a.m./p.m.**

Total Number of Hours: _____ **Total Number of Days (if applicable):** _____

Total Fee Due: _____ **Date Paid:** _____

Deposit Due: _____ **Date Paid:** _____

Electricity Required: _____ Yes _____ No

Special Instructions: _____

USE OF ALL FACILITIES shall be scheduled through appropriate offices of the County. Reservations are not confirmed until a completed reservation form is approved by the Board of Commissioners. Reservations form and appropriate fees must be submitted to the Commissioners Office not less than two weeks prior to the date scheduled.

SCHEDULING of activities shall be made in the name of an individual who must as a condition of use: 1) accept responsibility of the program, 2) accept responsibility for assuring that county facilities are used for the purpose for which they are scheduled, 3) accept responsibility for reimbursement for damage to property or facilities including excessive clean-up cost that may occur in connection with the scheduled activity, 4) accept responsibility for payment in full of all charges for space and equipment requested, and 5) ensure that all promotion and advertising of events involving the use of county facilities shall identify the individual or the group sponsor of the event.

