



PAVILION RESERVATION REQUEST FORM

Person Making Request: _____
Address: _____
Date Requested: _____
Expected Arrival Time: _____
City Resident: YES NO

Organization: _____
Telephone: _____
Number of People: _____
Expected Departure Time: _____

Pavilions

(Please check which pavilion you will be reserving.)

Prices cover events up to 150 people. Prices will be set by the EPRC for any event over 150 people.

City Park

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Large Pavilion | <input type="checkbox"/> Half-day weekday @ \$50.00 | <input type="checkbox"/> Full-day weekday @ \$100.00 | <input type="checkbox"/> Full-day weekend @ \$100.00 |
| <input type="checkbox"/> Small Pavilion | <input type="checkbox"/> Half-day weekday @ \$35.00 | <input type="checkbox"/> Full-day weekday @ \$65.00 | <input type="checkbox"/> Full-day weekend @ \$65.00 |
| <input type="checkbox"/> Sycamore Pavilion | <input type="checkbox"/> Half-day weekday @ \$35.00 | <input type="checkbox"/> Full-day weekday @ \$65.00 | <input type="checkbox"/> Full-day weekend @ \$65.00 |

River Bend - small pavilion does not have electricity

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Large Pavilion | <input type="checkbox"/> Half-day weekday @ \$35.00 | <input type="checkbox"/> Full-day weekday @ \$65.00 | <input type="checkbox"/> Full-day weekend @ \$65.00 |
| <input type="checkbox"/> Small Pavilion | <input type="checkbox"/> Half-day weekday @ \$25.00 | <input type="checkbox"/> Full-day weekday @ \$50.00 | <input type="checkbox"/> Full-day weekend @ \$45.00 |

Bluegrass – All Day Only - no electricity Weekday or Weekend @ \$40.00

Davis Street – All Day Only - no electricity Weekday or Weekend @ \$40.00

RESERVATIONS MUST BE PAID WITHIN TWO WEEKS OR THE DATE WILL BE REOPENED. The reservation fee must be paid before the reservation is confirmed. Thirty (30) days’ notice must be given to the EPRC office in the event of a cancellation of the reservation. Reservation fees will not be returned after this date. Fees are based on the number of people expected to attend the event. **For any cancellation, a \$10.00 service fee will be deducted from your refund. If payment is not received by the pavilion request date, posting of reservation sign will not occur by the EPRC. Please return the request form to: EPRC, 401 Davis Ave., Elkins, WV 26241. Make checks payable to the City of Elkins. For additional information contact EPRC at 304-636-3960.**

*The person signing this rental contract agrees to be in attendance at the activity and to be financially responsible for any excessive littering, property damage, and personal injuries that may occur. The person signing the document must be an adult. For groups whose members are under age 21, one chaperone must be provided for every 15 individuals under age 21. The chaperone must be the parent, sponsor, or teacher of the group, school, or business function. Copies of park or facilities rules are available at the EPRC office or the EPRC website. All park visitors are expected to acquaint themselves with the rules and conduct themselves accordingly. **No smoking in any EPRC facility.***

No vehicles will be allowed in the City Park. Loading and unloading can be done in the alleyway adjacent to the park.

I have read and understand the rules and regulations of the Elkins Parks and Recreation Commission and I have a copy of them.

Signature: _____ Date: _____

Office Use Only:

Approved By: _____ Date: _____ Fee: _____ Paid By: _____ Cash _____ Check _____