



City of Choctaw Pavilion Reservation Form

Event / Group Name: _____

Applicant Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____ E-Mail: _____

>>>>>Please indicate date, facility, and hours requested, and whether or not electricity is needed.

Date Requested: _____ Time Requested: Start: _____ End: _____

Small Pavilion (up to 30)

- resident/hr, \$10.00 (2 hr min)
- non-resident/hr, \$15.00 (2 hr min)
- Electricity Not Available*
- 30'x25'

Mid-Size Pavilion (31-100)

- resident/hr, \$15.00 (2 hr min)
- non-resident/hr, \$20.00 (2 hr min)
- Electricity Needed
- 30'x60'

Large Pavilion (101+)

- resident/hr, \$25.00, (2 hr min)
- non-resident/hr, \$30.00 (2 hr min)
- Electricity Needed
- 90'x150'

Refund Policy: The Deposit will be refunded and you will receive the following percentage of your rental fee if:

Cancellation >90 Days Prior to Event	100%
Cancellation 60—90 Days Prior to Event	75%
Cancellation 30—59 Days Prior to Event	50%
Cancellation <30 Days Prior to Event	-0-

Ten Acre Lake Pavilion (20'x40')
no deposit required

- resident/hr, \$15.00 (2 hr min)
- non-resident/hr, \$20.00 (2 hr min)
- Electricity is NOT available*
- Water is NOT available*
- Restrooms are Porta-Potty ONLY

Deposits: The following deposits for rental of a facility are required and shall be paid in addition to rental fees:

- Park Key \$ 20.00 {Refundable when key is returned the following business day}
If you do not pick up your key and an employee has to unlock the park for you, your refund will be reduced by \$20.00.
- Clean up \$ 50.00 {Refundable if cleaned}

Other Information and Park Rules:

The reserved use of a City of Choctaw Pavilion is by this Agreement ONLY.
 Reservations may NOT be transferred, assigned, or sublet to another individual or organization.
 The Park is closed from dusk to dawn.
 NO fireworks are allowed to be discharged within the Park.
 ALL dogs and cats MUST be on a leash.
 All trash and debris must be properly removed.

I hereby agree to abide by all park rules and regulations of the City of Choctaw. I further agree to pay for all damages to the facilities which may be caused by my group/organization use (other than normal wear and tear). It is also understood that the City reserves the right to cancel my reservation at any time should a conflict arise with the use of the facilities (an appropriate refund will be made). Furthermore, I agree to not hold the City of Choctaw or any of its employees responsible for any and all accidents, injuries, damages, or monetary loss for my group/organization use of the facilities.

Signature: _____ Date: _____



Clerk Initials _____ Type of Proof of Residency provided _____

DO NOT WRITE BELOW THIS LINE - ADMINISTRATIVE USE ONLY

Rent (R750): _____ CCP Deposit (D530): \$ 70.00 Total Collected : _____ Initials: _____

Receipt #: _____ Cash Check # _____ Credit Card _____ Key #: _____

POST-RENTAL INFORMATION

Key Picked Up _____ Key Returned _____ Park Clean (if not, list) _____

Reservation Cancelled—Date: _____ % to be Refunded: 50% 75% 100%

Amount to be Refunded: _____ Parks Director: _____

Check No: _____ Finance: _____