



# TOWN OF BERLIN PARK RESERVATION FORM



**THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.**

TODAY'S DATE: \_\_\_\_\_ EVENT/ACTIVITY DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Anticipated # of attendees \_\_\_\_\_

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

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ WILL EVENT INVOLVE SALE OF GOODS OR SERVICES:  YES  NO  
(IF APPLICABLE) If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: \_\_\_\_\_

### FACILITY REQUESTED-Check all that apply

|   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> <b>Dr. William Edward Henry Park, Flower Street:</b><br>Full Use _____ Partial Use _____ |  |   | Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Pavilion<br>Deposit of \$50.00 per day required  | <input type="checkbox"/> Basketball Courts<br>#1 _____ #2 _____ #3 _____ | <input type="checkbox"/> Picnic Tables # needed _____ | <input type="checkbox"/> Play Equipment   |

|   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> <b>Stephen Decatur Park, Tripoli Street:</b><br>Full Use _____ Partial Use _____ |  |   | Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Pavilion<br>Deposit of \$50.00 per day required                                  | <input type="checkbox"/> Tennis Courts<br>#1 _____ #2 _____ #3 _____ 4 _____ | <input type="checkbox"/> Picnic Tables # needed _____ | <input type="checkbox"/> Play Equipment   |

**Notes/Comments:** \_\_\_\_\_

### FEES:

|   |  |   |
|---|--|---|
| ELECTRIC: <input type="checkbox"/> YES <input type="checkbox"/> NO<br>Electric fee will be \$10.00 per day. | Pavilion: \$50 X ___ (# of days) = _____<br>Electric: \$10 X ___ (# of days) = _____ | Total Due: _____<br>Note Deposit of \$25.00 will be returned to user if park is left in good condition after use. |
|---|--|---|

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to the same rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. Deposits for use of the pavilion and electric must be paid at time of reservation or date will not be held. I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|   |  |                            |
|---|--|----------------------------|
| Office Use:<br>Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____ | Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO | Date: _____<br>PO #: _____ |
|---|--|----------------------------|