



## PARK PAVILION RENTAL APPLICATION

DATE \_\_\_\_\_ RENTAL DATE \_\_\_\_\_

PARK PAVILION \_\_\_\_\_

GROUP SIZE (circle one) **25** **26-49** **50+**

EXPECTED ARRIVAL TIME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY & ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FEE/DEPOSIT PAID \_\_\_\_\_

**I HAVE RECEIVED AND UNDERSTAND THE PARK PAVILLION RENTAL RULES AND PROCEDURES THAT WERE PROVIDED TO ME BY THE CITY OF LOUISVILLE AND AGREE TO ABIDE BY SAME.**

SIGNED \_\_\_\_\_

CANCELLED: YES or NO
REFUND: YES or NO
RESCHEDULED TO: _____

\*\*\*\*\*

CLEAN UP INSPECTION DATE \_\_\_\_\_

VIOLATIONS \_\_\_\_\_

AMOUNT OF DEPOSIT TO BE REFUNDED \$ \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE/AMOUNT REFUNDED \$ \_\_\_\_\_

## **PARK PAVILION RENTAL RULES & PROCEDURES**

Thank you for selecting a Louisville Park Pavilion for your activity. In order to provide a safe and clean atmosphere for your activity we ask that you follow these procedures:

### **RESERVATIONS**

Reservations for rental of park pavilions are accepted after January 1st of the rental year for reservations between May 1 and September 30. Your reservation and payment of fees are to be completed at Louisville City Hall, 215 South Mill Street, Louisville, OH 44641.

A complete application and payment of fees will guarantee the pavilion reservation on a first come, first serve basis. Reservation and deposits must be made at least 2 working days in advance of rental date.

### **DAY OF RENTAL**

**WILDWOOD PARK PAVILIONS:** You must take your paid rental agreement to City Hall between **8:30 and 4:30 on Thursday or Friday** the week of your scheduled rental to receive a key to turn on electric and unlock bathrooms. After your activity, clean, shut off electric, lock the restrooms and **return key to the City Hall drop box** on the parking lot side of the building. Failure to return the key will result in loss of your deposit.

**METZGER PARK PAVILIONS:** The electric will be turned on by the City prior to the rental.

**AMPHITHEATRE:** The electric will be turned on by the City prior to the rental.

### **PARK/PAVILION RULES**

NO ALCOHOLIC BEVERAGES

TABLES MAY NOT BE RELOCATED

ALL DECORATIONS (INCLUDING ALL TAPE, STAPLES AND THUMB TACKS)  
MUST BE REMOVED FROM TABLES AND/OR SHELTERS.

CLEAN PAVILIONS AND SURROUNDING AREA, TURN OFF ALL LIGHTS,  
LOCK ALL DOORS.

**PAVILIONS SHOULD BE LEFT IN CONDITION AS RENTED**

## FEE STRUCTURE

	City Residents:	Non-City Residents:
Wildwood Park Pavilion 1 (10 tables)	\$ 45.00	\$ 90.00
Pavilion 2 (8 tables)	40.00	80.00
Gazebo (1 Large Round)	35.00	70.00
Aljancic (Broad Street) Park Shelter (3 tables)	40.00	80.00
Wilson Park Shelter (3 tables)	40.00	80.00
Metzger Park Pavilion #1 (32 tables)	65.00	130.00
Metzger Park Pavilion #2 (10 tables)	60.00	120.00
Metzger Park Amphitheater	45.00	90.00

## DEPOSIT

Because of past abuse of park facilities we must collect a **\$40.00** refundable deposit in addition to the rental fees. Park personnel will clean, inspect and prep the restrooms the morning of your rental. The morning after your rental they will be inspected again. Any structural damage, excessive debris on grounds or inventory missing from restrooms will be deducted from deposit. It is imperative that you clean up the pavilion and surrounding area, turn off all lights, lock all doors, return tables, and return keys. Your deposit will be mailed to you (minus any applicable expenses) within 2 – 3 weeks after your rental.

## CANCELLATION POLICY

YOU MUST BRING ORIGINAL RENTAL APPLICATION TO CITY HALL

Thirty (30) days prior to rental date: rental fee + \$40.00 deposit

29 – 4 days prior to rental date: ½ rental fee + \$40.00 deposit

Three (3) days prior to rental date: \$40.00 (deposit only)

If you have any questions or concerns, please contact City Hall at 330-875-3434.