



Pavilion Reservation Form

5490 Fifth Street
Cottleville, Mo 63304

Ph: 636-498-6565
Fax: 636-498-6575

Responsible Party Contact Name Telephone Number

Home Address Email Address

Group/Organization Name Approx. # of attendees

Event Date *Time event to BEGIN *Time event to END

- Pavilion to be Reserved:
- Pavilion A** ...Legacy Park near the playground - accommodates ~ 80 people
 - Pavilion B** ...Legacy Park near the dog park - accommodates ~ 40 people
 - Pavilion C** ...Legacy Park off Cottleville Parkway - accommodates ~ 60 people
 - Dock D** ... Legacy Park off Cottleville Parkway - accommodates ~ 60 people
 - Pavilion 1**...Scott A. Lewis Park in Miralago - accommodates ~ 60 people
 - Pavilion 2** ... Hansen Park at McAuley Playground - accomodates ~ 50 people

Describe Usage of Pavilion : _____

I, the undersigned, understand & accept terms & conditions listed with this document. I, the undersigned, accept full responsibility for the usage of the above named property for my group and/or organization. I will accept full responsibility for any damage to the outdoor facilities [to include structures, tables, benches, or fixtures] as well as disposing of any and all trash my group should acquire.

X
Signature Printed Name Date

*Bounce house, petting zoo, etc. requires liability insurance. Please attach a copy of the company's liability insurance to your reservation form.

Non-Refundable Reservation Fee: CASH OR CHECK Payable to "City of Cottleville"

COTTLVILLE RESIDENT \$25.00 NON-RESIDENT \$50.00

*Minimum Cottleville resident reservation fee of \$25.00 for 4 hour block(s) of time.

*Minimum non-Cottleville resident reservation fee of \$50.00 for 4 hour block(s) of time.

FOR OFFICE USE ONLY *Proof of Residency is Required*

APPROVED BY: _____
City Representative Date of acceptance

Fee Amount: \$ _____ [Check #: _____ Cash] Date Approved: _____
\$ _____ Additional Clean-Up Charge \$ _____ Additional fee for Damages

Comments: _____