



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 - houses ~ 80 people
 - Pavilion B**Legacy Park near the dog park - houses ~ 40 people
 - Pavilion C**Legacy Park off Cottleville Parkway - houses ~ 60 people
 - Dock D** Legacy Park off Cottleville Parkway - houses ~ 60 people
 - Pavilion 1**.....Scott A. Lewis Park in Miralago - houses ~ 60 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, bubble bus, snow cone vendor, ballon artist, face painting, etc. requires liability insurance. Please attach a copy of the company's liability insurance listing "The City of Cottleville"as an additional insured to your reservation form.

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