



Kiwanis Pavilion Reservation Agreement

The Kiwanis Pavilion can be reserved Sunday through Saturday with a choice of two four-hour time slots:
10:00 a.m. – 2:00 p.m. or 3:00 p.m. – 7:00 p.m.

A Reservation Fee of **\$50.00** per time slot needs to be paid to the City of Ringgold at the time the reservation is made at City Hall. If the Pavilion and its surrounding area are left clean and orderly, and no damage has been done to the property from your event, then you will receive **\$25.00** of your Reservation Fee back. Your refund will be mailed to you within 30 days after your event.

AGREEMENT:

This Kiwanis Pavilion Reservation Agreement is made and entered into (*Today's Date*) _____, by and between The City of Ringgold, GA, and (*Name*) _____ (*Daytime Phone #*) _____ (*Address*) _____ (*City, State, Zip*) _____

EVENT the Kiwanis Pavilion is to be used for _____.

Reservation Date: _____, 20____.

Time Slot Reserved: 10:00 a.m. to 2:00 p.m. 3:00 p.m. to 7:00 p.m.

RULES:

To get your Reservation Deposit returned you must follow **ALL** Park Rules and Guidelines as posted at the Park, along with the addition of the following:

- No inflatable recreation devices allowed in Park (i.e. inflatable slides, moon walks, pools, etc.)
- No music allowed in Park (for consideration of other park guests and residents living nearby.)
- No silly string, chalk, any kind of spray paint, or anything that resembles graffiti allowed in the Park.
- Completely remove all tape used with decorations.
- Always place a mat or potholder under hot dishes on tables to preserve the paint.
- The Pavilion cannot be reserved for any Event for profit.

By signing below I acknowledge that it is my obligation to pay any damages, destruction or repairs needed to be made to the Kiwanis Pavilion that result from my event, and that the Pavilion must be left in a clean and sanitary state at the conclusion of my use.

Signature of Person Responsible for Reservation

OFFICE USE ONLY

Reservation date confirmed by: _____ (initial)

\$50.00 fee paid on _____, 20____ Cash Ck # _____ Credit Card

\$25.00 returned on _____, 20____