

Carter Park Picnic Shelter Reservation Form

Requested Date: _____ Second Choice: _____

Name (Person/Organization): _____

Purpose of rental:

Estimated number of guests: _____ Hours requested: _____ AM/PM to _____ AM/PM

If signs, banners, and/or sound systems will be used, and/or alcohol will be served please describe:

In reserving the shelter, I have received a copy of the *Shelter Rules and Regulations* and I agree to assume the responsibility of having all members of my group adhere to all park rules and regulations. The Town of Ashland is not responsible for any harm or damage that occurs to the user, user's guests, or their property as the result of the use of the shelter.

Refunds are ONLY given in the case of inclement weather that hampers outdoor activities. Please make all checks payable to "Town of Ashland". Rental Fees: Ashland Residents: \$45.00 and Non-Residents: \$60.00. Rental fee includes a \$25.00 deposit that will be returned AFTER Town staff notify the Finance Department that the pavilion was free of litter and garbage. Additional \$25.00 fee if alcohol is served. Proof of license from the ABC board must be provided to the Town before the event date.

Contact Name: _____

Address: _____

City/State/Zip Code: _____

Primary Phone #: _____ Cell Phone #: _____ E-mail: _____

Signature _____ Date: _____

Mail completed application and payment to: Town of Ashland, P O Box 1600, Ashland VA 23005 or drop off at Town Hall.

For Staff Use:

Request (circle): Approved / Denied

Signature: _____ Date: _____

Deposit Refunded (circle): Yes / No

Signature: _____ Date: _____