



**PAVILION RESERVATION FORM**

Person Making Request: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_ Estimated # of People: \_\_\_\_\_  
 Expected Arrival Time: \_\_\_\_\_ Expected Departure Time: \_\_\_\_\_

(Please check the appropriate box)

**City Park**

<input type="checkbox"/> Large Pavilion	Weekday \$50	Weekend \$100
<input type="checkbox"/> Small Pavilion	Weekday \$35	Weekend \$65
<input type="checkbox"/> Sycamore Pavilion	Weekday \$35	Weekend \$65

**River Bend Park**

<input type="checkbox"/> Large Pavilion	Weekday \$35	Weekend \$65
<input type="checkbox"/> Small Pavilion (no electricity)	Weekday \$25	Weekend \$50

<input type="checkbox"/> <b>Glendale Park</b> (no electricity)	Weekday \$30	Weekend \$60
----------------------------------------------------------------	--------------	--------------

<input type="checkbox"/> <b>Bluegrass Park</b> (no elect. or restroom)	Weekday \$20	Weekend \$40
------------------------------------------------------------------------	--------------	--------------

**Payment must be received within two weeks of making the reservation (or before the date of occupancy if the reservation is made less than two weeks out) or the date will be reopened for others.** If payment has not been received by the occupancy date, we will not post a reservation sign on the pavilion and it will be available to the general public. If you decide to cancel, you must notify us at least 14 days in advance of the occupancy date in order to be eligible for a refund.

The person signing this reservation contract must be an adult. The person signing this reservation contract agrees to be in attendance at the activity and to be financially responsible for any property damage, personal injuries, or littering that may occur. Adequate adult chaperones must be provided for groups under 18 years of age.

All park visitors are expected to acquaint themselves with the park rules and conduct themselves accordingly. The park rules are available on the EPRC website, from the EPRC office at Glendale Park, or via email. Please contact us if you have any questions.

**By signing below, you state that you have read, fully understand, and agree to follow the park rules.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail this completed form and a check payable to the City of Elkins to the address above. You may also pay in person at the EPRC office at Glendale Park (exact change only if cash) or at City Hall (this form **must** accompany payment). Credit card payments can be made in person or by calling 304-636-3960 but are subject to a service fee.

**Office Use Only:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Payment Method: \_\_\_\_\_