

**TOWN OF TOWNSEND**  
**PAVILION RENTAL CONTRACT**

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address \_\_\_\_\_

Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_ Expected number of guests: \_\_\_\_\_

**NOTES:**

**INFLATABLES ARE NOT PERMITTED.**

**NO ELECTRIC AVAILABLE AT PARK.**

**Stakes for volleyball nets are permitted only in designated area at the northeast corner of the park.**

I, \_\_\_\_\_, of my own volition, have read the Rules and Policies governing the rental of the Townsend Municipal Park Pavilion and hereby agree to comply with the same; and

I, \_\_\_\_\_,

**OR**

I, \_\_\_\_\_ being authorized to act on behalf of \_\_\_\_\_, as \_\_\_\_\_ of said organization,

also agree to indemnify and hold harmless the owner, Town of Townsend, from all damage and liability for anything whatsoever arising from, or in connection with the use of the premises by \_\_\_\_\_, the Renter, and hereby release the Town of Townsend from any charge or damage and liability arising in connections with the occupancy of the Renter of the premises.

\_\_\_\_\_  
Renter's Signature and Date

\_\_\_\_\_  
Town of Townsend Signature and Date

## Rules and Policies

- Rental fee is for 4 (four) hour blocks.
- Rental fee is \$50.00 for residents (within the incorporated town limits), \$100.00 for non-residents. If you do not use the pavilion on your reserved date, 50% of the rental fee is not refundable.
- A security/cleaning deposit of \$100.00 is required.
- Reservation will be confirmed upon receipt of rental fee and security deposit.
- If the area is clean with no damage, the deposit will be refunded during normal town hall hours after the event.
- In the case of damage to the park during the event, the Town will retain the deposit for repairs and bill the renter for any remaining expenses.
- Renter is responsible for set-up.
- Renter is responsible for all clean-up, including putting tables back the way they were.
- Renter must empty trash cans and take all trash bags to the dumpster located by the skate park.
- Renter is responsible for any damage during use.
- Renter is responsible for the conduct of all the guests.
- Park is open dawn to dusk only.
- There is no electric available at the park; if you need electric you must bring a generator.
- All music or speakers must be turned off at dusk or 10:00 pm, whichever comes first.
- All music or speakers must be kept at a low enough level to not disturb the residents that reside within the immediate area of the park.
- Loitering, fighting and/or weapons of any kind are explicitly prohibited on the premises.
- Illegal drugs are explicitly prohibited on the premises.
- **NO** alcohol permitted on the premises.
- Vehicles are NOT permitted on any grass area, regardless of loading and unloading.
- Parking is permitted on the street or in designated areas only.
- The Town of Townsend is not liable for any lost or stolen property.
- The Town of Townsend is not liable for injury or loss of life.
- The Park will remain open to the public during your special event.
- Renter must supply copy of driver's license or valid picture ID before rental.
- If any of the above rules are broken, the event will be discontinued immediately and no money will be refunded.

**TOWN OF TOWNSEND**  
**RENTAL CONTRACT**

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**RECEIPT OF PAYMENT for Security/Cleaning Deposit**

Paid by: \_\_\_\_\_

Amount: \_\_\_\_\_

In receipt for payment on Rental Fees for: \_\_\_\_\_

Date

Received by: \_\_\_\_\_

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

**TOWN OF TOWNSEND**  
**RENTAL CONTRACT**

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**RECEIPT OF PAYMENT for Rental Fee**

Paid by: \_\_\_\_\_

Amount: \_\_\_\_\_

In receipt for payment on Rental Fees for: \_\_\_\_\_  
Date

Received by: \_\_\_\_\_

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