

City of Bethel Heights Facilities Reservation Form

Facilities with a \$75 Deposit Fee - 2 Hour Maximum Rental

_____ Forrest Bowen Pavilion - \$15 Hour _____ City Hall Park Pavilion - \$15 Hour

_____ Total Usage Hours \$ _____ Deposit Fee

\$ _____ Total Usage Fee Amount _____ Receipt #

Event Description_____

Date of Event_____

Event Time(s): Including Setup and Cleanup_____

Number in Attendance_____

Applicant Name_____

Address_____

Phone #_____

E-mail Address_____

Agreement: I have read and agree to follow the park rules and regulations and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the City of Bethel Heights and any officers, employees, representatives, directors of agents or either from and against all liability, claims, suits, damages, levies, costs, losses and fees, including attorney fees, arising out of or related to my activities at the park.

Signature & Date_____

City Representative & Date_____

Cash or Check Only

Bring this form with you to the park.

If others are using your reserved space and refuse to leave, call the Bethel Heights Police Department at 479/751-1757.

Rules, Regulations and Rental Fees for Bethel Heights Facilities

All applicants must be at least 18 years of age or older and a resident of Bethel Heights.

Alcoholic beverages are **prohibited** and smoking is **not** allowed within park/city buildings.

Applicant **must** be present during the event and **must** retain a copy of the reservation form on the premises for the duration of the scheduled event.

The size of the event can not exceed the number of parking spaces in the selected park facility. Vehicles can only be parked in designated areas.

Reservations can not be made more than 30 days out.

Playgrounds, walking trail, grills, etc. are open to the group, as well as the general public.

Rental of Park Pavilion includes (1) one grill located west of the pavilion. Patrons are expected to use the grill for its intended purpose. Allow coals to burn out completely before leaving the park area.

No additional cooking devices or equipment is allowed at park.

No religious services are allowed.

Any marking on trails or sidewalks are strictly prohibited.

No inflatable's of any kind are permitted, nor are any activities requiring the use of animals such as pony rides, camel rides, etc.

No person in a park shall construct or erect any building or structures of any kind, whether permanent or temporary in character, or run or string any public service utility into, upon, or across such lands.

You may use masking tape on picnic tables. However, you may not use staples, tacks, nails, or screws to affix any decoration or signs to any building, tables, trees, fences, or posts in the park area or community building. **All tape must be removed before leaving the facilities.**

All trash must be placed in the dumpsters.

Refund/Cancellation/Change of Reservation

Refunds will be given due to weather if it rains or snows. Lessee must bring the original reservation form to City Hall within 3 business days to request a refund. **No refunds will be given after 3 business days following reservation date.**

Original reservation forms must be returned to City Hall at least 2 business days prior to date of reservation to request a cancellation or change of reservation. **Failure to do so will result in forfeiture of reservation fee.**
No amplified sound is allowed.

Payment for all facility reservations and deposits must be paid in full at the time of reservation. The City only accepts exact cash or check.

All deposits will be returned provided the facility reserved was left in the same condition before usage, no excessive litter was found and all the rules and regulations were followed. Deposits may be picked up at Bethel Heights City Offices. Any deposit checks left **unclaimed for 30 days** after the event occurred will be disposed of by shredding. Any deposit monies left **unclaimed for 60 days** after the event occurred will be forfeited to the City of Bethel Heights.

There will be a **Returned Check Fee** in the amount of \$25.00 assessed for any check returned or refused for any reason.

Privileges of renting Bethel Heights Facilities may be removed if the rules and regulations are not followed by the lessee. In the event of a documented complaint to the City the lessee will receive a warning. Upon a second documented complaint the lessee will lose all rental privileges of City Facilities.

The City of Bethel Heights may, without liability, upon giving as much advance notice to the applicant as practical, cancel or terminate reservation request or relocate the event to a nearby available location if the premises are closed for repairs, being used for a City Sponsored event, or any reasons deem necessary by the City of Bethel Heights.

Addition Regulations for the City Parks may be referenced in Bethel Heights Ordinance No.281.

The City of Bethel Heights shall not be liable to user's employees, agents, invitees, visitors, or to any other person for injury to person or damage to property on premises caused by the negligence or misconduct of user, its agents, servant, or employees, or of any other person entering upon the premises under express or implied invitation by user. The lessee agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.