



City of Circleville

104 East Franklin Street
 Circleville, OH 43113
 (740) 477-2551
 Fax: (740) 477-8247
 www.ci.circleville.oh.us

Instructions: Complete and submit this application to the Department of Parks and Recreation with any applicable rental fee and deposit. If you want your deposit check returned by mail, please submit a self-addressed stamped envelope with the application. Reservations are for a full day (dusk to dawn) for all shelters, **except the Starkey Pavilion.**

Parks with Shelters available for rental

Ted Lewis Park, Barthelmas Park, Smith Memorial Park, Mary Virginia Crites Hannan Park

All facility rentals are for a full day, except the Starkey Pavilion at MVCH Park

Park Name	Shelter Name
Date of Event	Starkey Pavilion 9:00am – 2:00pm <input type="checkbox"/> 4:00pm – 9:00pm <input type="checkbox"/>
Estimated Attendance	Type of Activity
Open to the Public Yes <input type="checkbox"/> * No <input type="checkbox"/> *Additional requirement may apply	
Applicant Name:	Organization:
Home Phone: Cell Phone:	Event Day Contact & Phone #:
Address:	City: State: Zip:
Email:	Private <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government/School <input type="checkbox"/> Other <input type="checkbox"/>

Rental Fees & Charges

Shelter	Standard Rate	Tax Exempt Organization Rate
Ted Lewis Park Shelter #1	\$50	\$25
Ted Lewis Park Shelter #2	\$25	\$25
Ted Lewis Park Shelter #3	\$50	\$25
Barthelmas Park Shelter #1	\$50	\$25
Barthelmas Park Eric Clark Memorial Shelter	\$25	\$25
MVCH Park Shelter #1	\$25	\$25
MVCH Park Shelter #2	\$25	\$25
MVCH Park Starkey Pavilion Monday – Thursday Rental	\$25 hr.	\$25 hr.
Friday, Saturday, Sunday, Holiday *	\$125/time slot	N/A
*Security Deposit Required	\$100	
October 1 – March 1 – Heat Surcharge	\$25	
Smith Park Shelter	\$20	Free

Rules/Regulations

The Department of Parks & Recreation reserves the right to deny use of City Park shelter houses and Starkey Pavilion to groups who fail to comply with the rules and regulations set forth by the Department and the City of Circleville. It is understood that the group/organization using the parks, pavilion and shelters will comply with the laws of the State of Ohio, the City of Circleville, and all rules and regulations set forth by the Circleville Department of Parks & Recreation: and

1. Will enter pavilion/shelter on the reserved day no sooner than park opening and leave the premises prior to park closing or if renting the pavilion no sooner than rented time slot and no later than ending of time slot.
2. Consumption or carrying of beer and/or alcoholic beverages is prohibited in all City of Circleville Parks. **Alcohol usage in any park, is a misdemeanor crime.**
3. Will be responsible for all persons in the group using park and shelter/pavilion.
4. Renter will be held liable for any damage done to the pavilion/shelter during their reservation.
5. Will make certain all cooking fires and fire place fires are properly extinguished.
6. Will park only in designated areas.
7. Will observe all posted rules.
8. Will observe the rules and regulations established by the Parks & Recreation Board for the City Parks
9. Will put litter associated with your event in containers provided.
10. Any group that abuses a pavilion/shelter or violates rules and regulations will not be issued future reservations, and charges for damage will be assessed.
11. Decorations may only be *taped* to surfaces! No tacks, staples, screws or nails anywhere in the pavilion/shelter.
12. No confetti, glitter and/or similar decorations.
13. Portable grills are prohibited inside the pavilion/shelter house and may not be located closer than 25' from any structure. Any cooking apparatus using bottled propane is not permitted inside the pavilion/shelter house.
14. **No special events, dunking booths, inflatable's, stages, etc. will be permitted unless a Certificate of Insurance in the amount of Two Million Dollars listing the City of Circleville as a Certificate Holder is deposited with the city indemnifying and saving harmless the said City from any and all liability.**
15. Amplified music will require a Noise Variance and Community Events must have prior approval by the Safety/Service Director. Noise Variance Applications are available online or upon request.
16. No betting or gambling.
17. Pets are permitted in the pavilion/shelter houses but must be on a leash. Please dispose of pet waste properly.
18. The City of Circleville is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities.
19. Picnic tables shall not be moved or removed from the pavilion/shelter. Please leave the Pavilion/shelter house clean for the next reservation.

Cancellation Policy

All cancellation requests must be submitted in writing.

If cancellation is greater than 30 days from event: Full refund less \$10 administrative fee. If cancellation is between 14-29 days from event 50% refund.

If less than 13 days from event: **No refund**

Fees will not be refunded if event is canceled due to inclement weather.

Date and Shelter Change Policy: There is a \$10.00 administrative fee per change to the date or location of a processed rental.

Rental Payment

Standard Rental \$ _____ per time slot/daily = \$ _____

Cash _____ Check # _____

VISA/MASTERCARD

Card Number: _____ Expiration Date: _____

Security Code: _____

Name on Card: _____

Tax Exempt Organization

Tax Exempt Organization: Yes No (if yes, attach copy of exemption certificate)

Tax Exempt Organization Rate:

\$ _____ per time slot/daily \$ _____ Cash _____ Check # _____ Date Pd _____

REFUNDABLE DEPOSIT – STARKEY PAVILION

The deposit will be forfeited if the pavilion is not left clean and in good condition.

\$100.00 SECURITY DEPOSIT MAY NOT BE PAID WITH CASH OR CREDIT CARD. A SEPARATE CHECK MUST BE SENT FOR DEPOSIT, CANNOT BE COMBINED WITH RENTAL FEES.

\$ _____ check # _____ date paid _____ deposit returned _____ initials _____

Method of return - Please indicate how to handle the deposit check return:

____ Pick Up ____ Shred ____ Mail (If selected *you* must provide envelope and postage.)

**Note to employee shredding check- attach copy of check)

PURSUANT TO PERMITS GRANTED BY THE STATE OF OHIO TO THE CITY OF CIRCLEVILLE, THE LESSEE IS NOT PERMITTED TO POSSESS ANY ALCOHOLIC BEVERAGES NOT PURCHASED AND CONSUMED ON THE PREMISES AND WITHIN THE SCOPE OF THE PERMIT. THE CARRYING IN OF ANY ALCOHOLIC BEVERAGE INTO THE RENTAL FACILITY IS STRICTLY PROHIBITED. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN THE LESSEE'S IMMEDIATE FORFEITURE OF ANY DEPOSIT AND ANY ADDITIONAL CHARGES FOR DAMAGES INCURRED. BY SIGNING THIS RENTAL AGREEMENT, LESSEE AGREES TO INDEMNIFY THE CITY OF CIRCLEVILLE; ITS EMPLOYEES AND AGENTS FOR, DEFEND THEM AGAINST AND HOLD THEM HARMLESS FOR ANY LIABILITY, LOSS, COSTS, DAMAGES OR OTHER EXPENSES WHICH MAY OCCUR OR MAY BE CLAIMED BY OR WITH RESPECT TO ANY PERSON OR PROPERTY ON OR ABOUT THE PREMISES RESULTING FROM THE USE, MISUSE, OR POSSESSION OF THE PAVILION/SHELTER HOUSE OR PARK PREMISES BY LESSEE, OR HIS AGENTS, INVITEES OR GUESTS.

I have read the above conditions. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Applicant _____ Date _____

Signature of Employee _____ Date _____

