



CITY OF CIRCLEVILLE
104 E. Franklin Street
Circleville, Ohio 43113
(740) 477-2551 Phone
(740) 477-8247 Fax
www.circlevilleoh.gov

Instructions: Complete and submit this application to the Department of Parks and Recreation with any applicable rental fee and deposit. Reservations are for a full day (dusk to dawn) for all shelters, **except Starkey Pavilion.**

Parks with Shelters: Ted Lewis, Barthelmas Park, Smith Memorial Park, Mary Virginia Crites Hannan Park

Park Name:	Shelter /Pavilion Reserved:
Date of Event:	Starkey Pavilion Reservation: __ 9a-2p or __ 4p-9p
Estimated Attendance:	*All other shelter rentals are for full day.
Activity:	Is your event open to the public? __Yes ** __No

**Additional requirements may apply.

Name:	Organization
Home phone:	Work phone:
Cell phone:	Event Day Contact Number:
Address:	
City:	State: Zip:
E-mail:	

Rental Fees & Charges

Shelter	Standard Rate
Ted Lewis Park Shelter #1	\$70.00
Ted Lewis Park Shelter #2	\$70.00
Ted Lewis Park Shelter #3	\$70.00
Barthelmas Park Shelter	\$70.00
Barthelmas Park Clark Memorial Shelter	\$70.00
MVCH Shelter #1	\$70.00
MVCH Shelter #2	\$70.00
Smith Park	\$70.00
MVCH Park Starkey Pavilion **	\$220 PER TIME SLOT
	NO DEPOSIT REQUIRED HEAT INCLUDED WITH RENT

Rules/Regulations

The Department of Parks & Recreation reserves the right to deny use of City Parks, 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 City of 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 brought to any park is a misdemeanor crime;
3. Will be responsible for all persons in the group using park and shelter/pavilion;
4. Re-enter will be held liable for any damage done to the pavilion/shelter during their rental period;
5. Will make certain all cooking fires and fire place fires are properly extinguished;
6. Park only designated area;
7. Will observe all posted rules by pavilion/shelters, athletic fields, etc.;
8. Will observe the rules and regulations established for conduct in the parks of the City of Circleville by the Parks & Recreation Board;
9. Will put litter associated with your event in containers provided;
10. Any groups that abuse a pavilion/shelter or violate rules and regulations will not be issued any future reservations, and charges for damage will be assessed;
11. Decorations may be taped to surfaces only! 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 must not be located any 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 One 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 discard your pets 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. Pavilion/shelter house to be left the way it was found.

Rental Payment

Rental Fee Paid: \$ _____ Check# _____ Cash _____

Credit Card Information

Card No: _____ - _____

Exp. _____ / _____ Security Code: _____ ZIP _____

Name on Card: _____

Cancellation Policy

All cancellation requests must be submitted in writing.

If cancellation is greater than 30 days from event: Full refund less \$10.00 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.

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; IT'S 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 PREMIES 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.

Applicant's Signature

Date

Employee Taking Payment Signature

Date