



Choctaw Creek Park Pavilion Reservation Form

Group Name: _____ Event Planned _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

E-Mail Address: _____@_____.com

Please indicate date, facility, and hours requested, and whether or not electricity is needed.

Date Requested: _____ Time Requested: Start: _____ End: _____

Small Pavilion (up to 30)

1/2 day \$25.00

full day \$50.00

Electric Not Available

Mid-Size Pavilion (31-100)

1/2 day \$ 50.00

full day \$100.00

Electric Needed

Large Pavilion (101+)

1/2 day \$ 75.00

full day \$150.00

Electric Needed

1/2 day hours: 8am-3pm or 3pm-10pm

****Rental Fee subject to change each July with approval of Fiscal Year Fee Schedule****

Refund Policy: The Deposit will be refunded and you will receive the following percentage of your rent if:

Cancellation >90 Days Prior to Event 100%

Cancellation 60—90 Days Prior to Event 75%

Cancellation 30—59 Days Prior to Event 50%

Cancellation <30 Days Prior to Event -0-

Deposits: The following deposits for rental of any facility are required and shall be paid in addition to rental fees:

Park Key \$ 50.00 {Refundable if key is returned by noon the following workday}

If you do not pick up your key and an employee has to unlock the park for you, your refund will be reduced by \$50.00.

Clean up \$100.00 {Refundable if cleaned}

Other Information and Park Rules:

The reserved use of a Choctaw Creek Park Pavilion is by this Agreement ONLY.

Reservations may NOT be transferred, assigned or sublet to another individual or organization.

The Park is closed from dusk to dawn.

NO fireworks are allowed to be discharged within the Park.

ALL dogs and cats MUST be on a leash.

All trash and debris must be properly removed.

I hereby agree to abide by all rules and regulations of Choctaw Creek Park (CCP). I further agree to pay for all damages to the facilities at CCP which may be caused by my group/organization use (other than normal wear and tear). It is also understood that the City reserves the right to cancel my reservation at any time should a conflict arise with the use of the facilities (an appropriate refund will be made). Furthermore, I agree to not hold the City of Choctaw or any of its employees responsible for any and all accidents, injuries, damages, or monetary loss for my group/organization use of the facilities at CCP.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE - ADMINISTRATIVE USE ONLY

Rent (R750) : _____ Deposit (D530) : \$150.00 Total Collected : _____ Initials: _____

Key # : _____ Receipt # : _____ Cash Check # _____ Credit Card _____

REFUND INFORMATION

Key Picked Up Key Returned Park Clean (if not, list) _____

Reservation Cancelled—Date: _____ % to be Refunded: 50% 75% 100%

Amount to be Refunded: _____ Check No: _____ By: _____