

Elkins Parks and Recreation Commission

401 Davis Ave.
Elkins, WV 26241 304-636-3960

Pavilion Reservation Request Form

Person making request: _____

Address: _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Organization: _____

Date Requested: _____ Number of People: _____

City Resident: _____ Yes _____ No

- **The person signing this rental contract agrees to be in attendance at the activity and to be financially responsible for any excessive littering, property damage, and personal injuries that may occur.** The person signing the document must be an adult. For groups whose members are under age 21, one chaperone must be provided for every 15 individuals under age 21. The chaperone must be the parent, sponsor, or teacher of the group, school, or business function. Copies of park or facilities rules are available at the EPRC office. All park visitors are expected to acquaint themselves with the rules and conduct themselves accordingly.
- **Reservations must be paid for within two weeks or the date will be reopened.** The reservation fee must be paid before the reservation is confirmed. Thirty (30) days notice must be given to the EPRC office in the event of a cancellation of the reservation. Reservation fees will not be returned after this date. Fees are based on the number of people expected to attend the event.
- **For any cancellation, a \$10.00 service fee will be deducted from your refund.**
- **MAKE CHECKS PAYABLE TO THE CITY OF ELKINS**

TIMES: (Check One) _____ Half Day (8:00 – 2:00 or 3:00 – 9:00) *Week days only*
_____ Weekends – *Full Days Only*

Expected Arrival Time: _____ Expected Departure Time: _____

PAVILIONS: (Check One) Please note: Prices cover events with up to 150 people. Prices will be set by the EPRC for any event over 150 people.

RIVERBEND: LARGE: _____ All Day \$45 (Weekday) _____ \$45/Weekend (*electricity*)
_____ Half-Day \$25 (Weekday)

RIVERBEND: SMALL: _____ All Day \$30 (Weekday) _____ \$30/Weekend (*no electricity*)
_____ Half-Day (\$15/Weekday)

BLUEGRASS: _____ All Day \$25/Day (*no electricity*)

DAVIS ST: _____ All Day \$25/Day (*no electricity*)

CITY PARK:		
LARGE PAVILION	SMALL PAVILION	SYCAMORE ST. PAVILION
_____ \$35/Half-Day (Weekday)	_____ \$25/Half (Weekday)	_____ \$25/Half (Weekday)
_____ \$70/Full (Weekday)	_____ \$45/Full (Weekday)	_____ \$45/Full (Weekday)
_____ \$70 (Weekend)	_____ \$45 (Weekend)	_____ \$45 (Weekend)

No vehicles are allowed in the city park. Loading and unloading can be done in the alleyway adjacent to the park.

I have read and understand the rules and regulations of the Elkins Parks and Recreation Commission and I have a copy of them.
Date: _____ Signature: _____

Please return the request form to:
EPRC
401 Davis Ave.
Elkins, WV 26241

OFFICE USE ONLY:
APPROVED BY _____
DATE _____
FEE: _____