

CITY OF BELGRADE – PAVILION RESERVATION APPLICATION

91 E CENTRAL AVE – BELGRADE MT 59714 – 406-388-3760

APPLICANT INFORMATION		
Contact Name:	Organization/Group Name:	
Mailing Address:		
Phone (cell):	Phone (home):	Phone (work):
Email:		

EVENT LOCATION - PAVILIONS						
Lewis & Clark Park: (West, Fire Station <input type="checkbox"/> East, Splash Park <input checkbox"="" type="checkbox/>)</td></tr><tr><td>Kathy Park: <input type="/>				Lion's Park: <input type="checkbox"/>	Clarkin Park <input type="checkbox"/>	Prairie View Park <input type="checkbox"/>
Time of reservation: 9 am to 3 pm: <input type="checkbox"/> 4 pm to 9 pm: <input type="checkbox"/> 9 am to 9 pm* <input type="checkbox"/> *double reservation fee						

EVENT INFORMATION	
Type of event:	
Date of event:	
Detailed nature of event:	
Will alcohol be served? (check one): Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Anticipated attendance*: <input type="checkbox"/> *(A park use permit is required if attendance is over 50)	
Private event: <input type="checkbox"/> or Public event: <input type="checkbox"/>	

RENTAL FEES AND CHARGES/ADDITIONAL INFORMATION	
Initial next to each item: **Payment is required before pavilion will be booked**	
<input type="checkbox"/> Non-refundable reservation fee of \$25 for city residents and \$50 for non-city residents <i>per time slot per day.</i>	
<input type="checkbox"/> A deposit of \$50 is required and will be refunded after the park facility has been cleaned. Costs incurred by the City of Belgrade for cleaning and all damage caused by the event in excess of the deposit will be billed to the Applicant.	
<input type="checkbox"/> Nails, staples, and similar hardware shall not be used to attach decorative material to trees, walls, or ceilings. Decorations must be removed immediately after use.	
<input type="checkbox"/> Except as authorized by the City of Belgrade, it is prohibited to drive on the park or use any public address system, loudspeaker, or other sound-amplifying device in any park. Glass is prohibited.	

As a matter of policy, law, and commitment, the City of Belgrade does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental, or physical handicap.

By signing the document, I take full responsibility for every participant of the event. I have read and agree to the terms and conditions outlined in the application, and I will follow the rules and requirements.

Applicant: _____ Date: _____

Issued by: _____ Date: _____

Office use only:	
Post event cleaning/damage inspection: OK <input type="checkbox"/> by: _____	
Date paid: _____ Receipt #: _____ Refunded PO #: _____ Date mailed: _____	
Check returned _____ Check deposited _____ Signature _____	
Copies: Office _____ Customer _____ Police _____ PW _____ In Calendar: _____	