# PARK PAVILION RESERVATION FORM

## Applicant Information

Name: 
Address: 
Daytime Telephone: ______________________ E-Mail: ______________________
Evening Telephone: ______________________

## Event Information

<table>
<thead>
<tr>
<th>Areas Requested (mark all that apply)</th>
<th>Areas Requested (mark all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Pavilion ($50 Rental Fee)</td>
<td>Lower Pavilion ($50 Rental Fee)</td>
</tr>
<tr>
<td>Stage Area ($50 Rental Fee)</td>
<td>Stage Area ($50 Rental Fee)</td>
</tr>
<tr>
<td>Upper Pavilion ($50 Rental Fee)</td>
<td>Upper Pavilion ($50 Rental Fee)</td>
</tr>
<tr>
<td>Electricity Needed at Stage</td>
<td>Electricity Needed at Stage</td>
</tr>
<tr>
<td>Unlock gate for grass parking</td>
<td>Unlock gate for grass parking</td>
</tr>
</tbody>
</table>

**Date Requested:** ______________________

**Hours Requested:** ______________________ *(Park closes at dusk)*

**Purpose:** ______________________

**Approximate Attendance:** ______________________

**Fees:**  
(Cash or check only. Please make checks payable to “Town of Thompson’s Station”)

- $50.00 rental fee for each area reserved (Lower Pavilion, Stage Area, Upper Pavilion).
- $100 deposit required for each area reserved. The $100 deposit is refundable if the areas reserved are left in proper condition, per the specifications noted below.

Rental is rain or shine. Cancellations must be received no less than 48 hours prior to date of rental for refund.

I have read and understand the park fees, park hours, and the requirements to receive a refund of my deposit.

Applicant Signature: ______________________ Date: ______________________

<table>
<thead>
<tr>
<th>Date Payment Received: ______________________</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount: ______________________</td>
<td>Check #: ________</td>
</tr>
<tr>
<td>Refund OK? yes no</td>
<td>Date Refund Issued: ______________________</td>
</tr>
</tbody>
</table>

## NOTES:

1. Empty all trash cans and replace the trash can liners (a spare liner is in the bottom of the can).
2. Pick up all trash or food left in the pavilion area and empty trash barrels.
3. Wipe off all picnic tables and turn off lights in pavilion areas.
4. Sweep the pavilion area (there is a broom in the women's restroom that may be used).
5. Please check both restrooms for cleanliness and turn off the lights.

*THE PARK CLOSES PROMPTLY AT DUSK - GATES WILL BE LOCKED *NO FIREWORKS. ALCOHOL OR FIREARMS*

If you have any questions, please call Town Hall at (615) 794-4333