



## Pavilion Reservation Application

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell Work

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip

Type of Event: \_\_\_\_\_ Estimated # in Group: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Month Day Year

### City Park Pavilion Rentals

Rental Fee: Monday – Friday \$10.00 Per Hour    Rental Fee: Saturday - Sunday \$15.00 Per Hour

\$25.00 Key Deposit for Devney Rentals and Altoona City Park Recreation Center Rentals

Listed are the available picnic tables. Staff can deliver additional tables if your request is received 3 days prior to your event

Check the location you want to rent	Pavilion/Shelter Location
	Altoona City Park Pavilion (10 <sup>th</sup> St. West) – 8 picnic tables
	Altoona City Park Recreation Center (10 <sup>th</sup> St. West) - Banquet tables & folding chairs
	Cinder City Park Pavilion (Spooner Avenue) – 8 picnic tables
	Devney Park Pavilion (Devney Drive) – 6 picnic tables
	Highland Park Pavilion (Vernon Street) – 4 picnic tables
	Fairway Park Pavilion (St. Andrews Drive) – 4 picnic tables

### River Prairie Park Pavilion Rentals

Rental Fee: Monday – Friday \$15.00 Per Hour    Rental Fee: Saturday - Sunday \$20.00 Per Hour

Check the location you want to rent	Pavilion/Shelter Location
	River Prairie Park Pavilion A
	River Prairie Park Pavilion B

### River Prairie Park Pavilion Rentals

Rental Fee: Monday – Friday \$20.00 Per Hour    Rental Fee: Saturday - Sunday \$25.00 Per Hour

Check the location you want to rent	Pavilion/Shelter Location
	River Prairie Park Pavilion C (Located next to pond)

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Number of Rental Hours: \_\_\_\_\_    Rental Fee: \_\_\_\_\_    Total Fee: \_\_\_\_\_

Payment Amount Received: \$ \_\_\_\_\_    Check #: \_\_\_\_\_    Cash from: \_\_\_\_\_

Key Deposit Received: \_\_\_\_\_    Key Deposit Returned: \_\_\_\_\_

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## Rental Guidelines

- Park hours are 7:00 a.m. to 11:00 p.m.
- No Driving on the lawn to load or unload vehicles
- Altoona City Park Recreation Center Rentals – You will need to pick up the key for your rental prior to your event at the Parks & Recreation Office located in the River Prairie Center at 1419 Front Porch Place, Monday – Friday 7:30 a.m.-4:00 p.m.
- Devney Rentals – You may pick up the key for the restrooms prior to your event at the Parks & Recreation Office located in the River Prairie Center at 1419 Front Porch Place, Monday – Friday 7:30 a.m.-4:00 p.m.
- Please return the key to the Parks & Recreation Office within 5 days of rental completion. If the key is not returned within this time frame, the \$25.00 deposit will not be returned.
- Cancellations: Any group that cancels up to 24 hours in advance during regular office hours (7:30 a.m. to 4:00 p.m., Monday – Friday) will receive a refund, minus \$10.00 for administrative costs.
- Refunds will not be issued for reason of inclement weather.

By signing below, I acknowledge and agree to the terms of this rental agreement. I further agree to abide by all the rules and regulations established by the *Altoona Municipal Code* and the Altoona Parks & Recreation Department.

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**P&R Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Key check out: Key Number: \_\_\_\_\_ Renter's Initials: \_\_\_\_\_ P&R Staff Initials: \_\_\_\_\_