



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 th St. West) – 8 picnic tables
	Altoona City Park Recreation Center (10 th 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)

Number of Rental Hours: _____ Rental Fee: _____ Total Fee: _____

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

Key Deposit Received: _____ Key Deposit Returned: _____

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 Prairie Event 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 Prairie Event 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: _____