



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 Rules & Regulations

- Pavilion reservations may be scheduled for any time period during normal park hours (5:00 a.m. to 11:00 p.m.) Reservation are hourly during normal park hours. Reservations are accepted Monday-Friday in our office or online up to 5 days prior to the event date.
- Reservation time must include set-up and clean-up time.
- Parks staff will clean pavilions as needed an hour before scheduled reservations.
- Decorating: No tape, nails, push pins, or other adhesives (tying up decorations is allowed)
- No Driving on the lawn to load or unload vehicles
- Music/Amplified Sound must end at 10:00 pm. Noise ordinance violations are addressed on a complaint basis. Events in violation may be shut down.
- Inflatables are not permitted without prior approval from the Parks & Recreation Office.

Tents & Grills

- Tents are not permitted without prior approval from the Parks & Recreation Office. Tents which are approved must be weighted. Staking is not permitted.
- Gas Grills are allowed in all parks.
- Charcoal Grills require permission from the Parks & Recreation Office. A written letter stating the renter will be responsible for the removal of coals from the park after use is also required.

Alcohol Regulations

- Alcohol **is not allowed** under any circumstances at any park except River Prairie Park.
- Carry-ins of fermented malt beverages and wine are allowed in River Prairie Park in limited quantities. Persons are limited to 48 ounces (a total of 4 individual 12-ounce cans) of fermented malt beverages or 750 milliliters (25 ounces) of wine per ordinance 9.23.020

Keys for Access

- There is a \$25.00 deposit for all key check-outs when applicable. Keys must be returned within 5 days of the rental or the \$25.00 deposit will not be returned.
- Altoona City Park (10th Street 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.

Refund Policy

- A \$10 administrative fee will be deducted for all cancelled reservations.
- Refunds will only be given when notice for cancellation is received 5 business days prior to the event.
- Refunds will not be issued for reason of inclement weather.
- Refunds cannot be issued online, you will need to contact the Parks & Recreation Office at 715-839-5188.

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: _____