

TOWN OF EASTON

Parks & Recreation

14 South Harrison Street

Easton, Maryland 21601

Phone (410)822-2525 Fax (410)820-8016

PAVILION RESERVATION REQUEST FORM

Name: _____ Telephone: (____) _____
Print

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Name of Company or Organization: _____

Representing: Self _____ Other: _____

Pavilion: Idlewild _____ Moton _____

Reservation Date: _____ Time: _____

Type of event: _____

Is your event open to the general public? _____yes _____no

Approximate number of guests expected: _____

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1. Reservations are accepted on a first come first serve basis. You will be contacted on availability.
 2. User is responsible for clean-up of all trash and debris subsequent to use. Trash must be disposed of in proper trash receptacles.
 3. Vehicles are not permitted on grass. Parking allowed in designated areas only.
 4. Alcoholic beverages are not permitted in Town of Easton parks.
 5. The Town of Easton is not responsible for any property that is damaged, destroyed or lost.
 6. Extra amenities are not allowed in any park without approval and written permission from Director of Parks and Recreation prior to an event. User will be responsible for obtaining a "Certificate of Liability Insurance" naming the Town of Easton as an additional insured and presenting a copy of the declaration sheet to Director of Parks and Recreation 10 days prior to event.

7. User is responsible for obtaining a "Public Assembly Permit" application from the Easton Police Department in a timely manner for approval when requested by Parks and Recreation Department.

I, the undersigned, agree to abide by all rules set forth herein and I shall be responsible for the safe, orderly use of this public property. I agree to indemnify and save harmless the Town of Easton, its employees, and agents from any act of commission or omission which may result in any personal injury or property damage arising of the use of Town facilities.

Signature	Date
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Return completed application to:

Mail: Town of Easton Attn: Park and Recreation Dept. 14 S. Harrison Street, Easton, MD 21601 or

Email: lgould@town-eastonmd.com or

fax: 410-820-8016 Attn: Park and Recreation Dept.

***Application must be received at least 10 days prior to requested date of use.**

Office use only.

Date Received _____

Request Granted _____

Request Denied _____
