



1013 N. LONG DRIVE  
SYRACUSE, IN 46567  
574-457-3440

Park Reservation Form

Date of Rental: \_\_\_\_\_ Time of Rental: **ALL RENTALS ARE VALID FROM 8AM-8PM**

Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

<u>FACILITY</u>	<u>RATE</u>	<u>ACTIVITY</u>
___ PAVILION – LAKESIDE PARK	\$ 50 (DAILY)	___ REUNION
___ GAZEBO – LAKESIDE PARK	\$ 50 (DAILY)	___ PARTY
___ GAZEBO - EVENING PRIOR	\$ 15	___ WEDDING
___ PAVILION – WARD PARK	\$ 35 (DAILY)	___ PICNIC
___ PAVILION – VETERAN'S MEMORIAL	\$50 (DAILY)	___ OTHER (please specify)
___ *ELECTRICITY	\$ 10	_____
*Electricity is for amplification of sound or use of other temporary powered devices		

**TOTAL DUE:** \_\_\_\_\_

**PARK RULES AND POLICIES**

1. This reservation is for the pavilion or gazebo only. Other areas of the park remain open for public use.
2. Facilities must be left in good condition. If carelessness or vandalism is involved, the renter may be billed for damages.
3. Vehicles must remain in designated parking areas only and are not permitted to be driven in the park.
4. No alcoholic beverages are allowed in the parks.
5. No pets are allowed in the parks.
6. No motorized vehicles are allowed in the parks.
7. Special equipment such as large tents, bounce houses and other inflatable equipment is prohibited for private rentals in the parks.
8. Rental fees minus \$10.00 will be refunded if the event is canceled at least 7 days prior to the reservation date. **Refunds will not be issued due to inclement weather.**
9. Trees, shrubs, and flowers are not to be disturbed.
10. Food, drinks, and picnic tables are not allowed in the Gazebo.
11. Advertisements inviting the public to attend a function are not allowed without permission.
12. Flyers and handouts are not to be distributed in the park.
13. Decorations may not be tacked or nailed to the Gazebo or Pavilions, trees, or any of the facilities. (Tape or String may be used.) Decorations and equipment are not to be left in the park past the reservation date.
14. Banners and posters may not be posted without permission.

**Waiver of Liability**

*I agree to indemnify and hold the Town of Syracuse and the Park Board harmless from any and all liability to any person for damages and claims for damages to person(s) or property resulting from any acts done on the park premises by myself or any other person coming or being on the park premises by the invitation or license of myself, express or implied.*

The above park rules and waiver of liability are understood and agreed to by the individual/group requesting use of the above facilities:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AMOUNT PAID: _____	DATE: _____	RECEIPT NUMBER: _____	RECEIVED BY: _____
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