

# SYRACUSE PARK DEPARTMENT

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

## RESERVATION FORM – PROPERTY USERS PERMIT

Please read all the information, complete this form, sign it, and MAIL IT with a check made payable to SYRACUSE PARK DEPT. at least 2 weeks prior to your reservation date. Refunds can be made up to one week before the reserved date.

DATE OF ACTIVITY \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_ NUMBER OF PEOPLE \_\_\_\_\_

<u>FACILITY</u>	<u>CHARGE</u>	<u>ACTIVITY</u>
____ PAVILION – LAKESIDE PARK	\$ 50 (DAILY)	____ REUNION
____ GAZEBO – LAKESIDE PARK	\$ 50 (DAILY)	____ PARTY
____ EVENING PRIOR TO EVENT	\$ 15	____ WEDDING
____ PAVILION – WARD PARK	\$ 35 (Dawn - 2PM)	____ PICNIC
____ PAVILION – WARD PARK	\$ 35 (2PM- DUSK)	____ OTHER (please specify)
____ PAVILION – VETERAN'S MEMORIAL	\$ 50 (DAILY)	_____

**TABLES** The pavilion at Lakeside Park is set up with picnic tables that seat a total of 80 people. The pavilion at Ward Park is set up with 3 picnic tables that seat a total of 24 people. If you want a different table arrangement (maximum of ten additional tables) please indicate below:

Number of extra Picnic tables in pavilion \_\_\_\_\_ x \$5 = \_\_\_\_\_

Number of extra picnic tables reserved on Lawn \_\_\_\_\_ x \$5 = \_\_\_\_\_

Location on lawn desired: \_\_\_\_\_ by playground \_\_\_\_\_ by pavilion \_\_\_\_\_ by gazebo

**TEMPORARY STRUCTURES & DEVICES**

If you plan to bring any of the following, please indicate the number below:

\_\_\_\_ Tent(s)    \_\_\_\_ Tank(s)    \_\_\_\_ Platform(s)    \_\_\_\_\_ x \$50 per device = \_\_\_\_\_

**ELECTRICITY:** Please state intended purpose of electricity use.    \$10    \_\_\_\_\_

**TOTAL AMOUNT DUE** \_\_\_\_\_

**PARK RULES AND POLICIES**

1. Facilities must be left in good condition; if carelessness or vandalism is involved, the renter may be billed for damages.
2. No alcoholic beverages are allowed in the parks.
3. No pets are allowed in the parks.
4. No motorized vehicles are allowed in the parks.
5. Trees, shrubs, and flowers are not to be disturbed.
6. Food, drinks, and picnic tables are not allowed in the Gazebo.
7. Amplification of sound is not allowed without special permit.
8. Advertisements inviting the public to attend a function is not allowed without special permit.
9. Flyers and handouts are not to be distributed in the park .
10. 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.
11. Banners and posters may not be posted without special permit.
12. The erection of tents, platforms, and /or barriers and the roping off` areas of the park is not allowed without special permission and payment of any corresponding fee.
13. No gas grills.

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:

Date \_\_\_\_\_ Signature \_\_\_\_\_  
 NAME OF GROUP \_\_\_\_\_  
 NAME OF CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_

RENTAL AMOUNT PAID \_\_\_\_\_ DATE PAID \_\_\_\_\_ REC # \_\_\_\_\_ INITIAL \_\_\_\_\_  
 \_\_\_\_\_ CASH    \_\_\_\_\_ CHECK # \_\_\_\_\_