PAVILION RESERVATION APPLICATION

Please complete this application 2-3 weeks prior to the event. You will be notified by phone of application status.

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| Sponsoring Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate Start/End Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of Event and Description (Including use of items such as bounce houses, tents, etc.):  Location: \_\_\_ East Pavilion \_\_\_ West Pavilion  Power Needed: \_\_\_ Yes \_\_\_ No  Number Expected to Attend: \_\_\_\_\_\_\_\_\_\_\_ |

**Note:**

* Applicant is responsible for the use and payment for any electrical energy used during the event.
* Applicants are responsible for cleaning and restoring the site after the event. The cost of any Village employee’s overtime incurred because of an applicant’s failure to clean and/or restore the site following the event will be paid by the applicant.
* By Signing I hereby agree to abide by the terms set forth in this application and the ordinances of the Village of Lawrence. I understand failure to do so may lead to the cancellation of the event or denial of future application requests.

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

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_