



HARRISVILLE PARK BOWERY
Reservation Contract

Reservation Date: _____

Purpose: _____ Size of Group: _____

Name: _____

Address: _____

Home Phone: _____ Work/Cell: _____

Employer: _____

FOR STAFF USE ONLY (please circle the appropriate amounts and the key #)

Reservation Cost: \$50 Sound System Cost: \$25 Receipt # _____

Residency & Age Verification

Driver's License #: _____ State: _____

Utility Bill & Picture ID: _____

Security Deposit: \$150 \$200 Key: B-1 B-2 B-3

For cash deposits, please sign and date below acknowledging that cash was returned.

Cash \$ _____ Returned To: _____ Date: _____

Deposit was retained on _____ for the following reasons:

By signing below I agree to the conditions and terms on back.

Signed: _____ Date: _____

HARRISVILLE CITY PARK BOWERY POLICY

Fees and Cancellations:

- A per-day bowery reservation fee will be charged to reserve the park bowery for personal events; such as family gatherings or social events. City functions are allowed at no cost.
- Renters agree to pay for damages that occur to the facility and sound equipment (if used), as well as extra clean up that may be needed, in addition to the rental and deposit fee.
- A cancellation less than one (1) week before reservation will result in forfeiture of rental fee.
- Fees may be paid by cash or check and will be assessed as follows:
- **\$50 reservation fee paid at the time of reservation and \$150 deposit when the key is picked up.**
- For those wishing to use the sound system there is an additional **\$25 fee** and the security deposit will be increased to **\$200**. Any damage to the sound equipment above and beyond that will be billed to the renter. Sound equipment will be set up and put away by City staff.

Park, Bowery, and Restroom Use:

- The bowery is available for reservation by Harrisville residents and non-profit organizations on a first come, first serve basis. No reservations will be made in advance of the calendar year, and are only available April through September.
- Non-profit groups must bring proof of non-profit status and will be determined on an individual basis.
- The surrounding park **may not** be reserved, but is open for use by the public on a first-come, first-serve basis.
- Rental of the Park Bowery will entitle users the use of the bowery, the restrooms, and electricity. Water hook-ups for garden hoses are not available.
- No use or consumption of alcoholic beverages, no smoking or illicit drugs will be permitted on City property.
- City parks, bowery, and open spaces close at ten **10:00 p.m.**
- No animals/pets without leashes on City property.
- Groups are responsible to leave the area clean and organized.
- The restrooms must be cleaned and inspected upon departure.
- All trash should be disposed of in the City trash receptacle (provided onsite).
- Loud music and noise that disturbs neighbors is prohibited above normal conversation levels.
- Avoid moving tables without prior permission.
- Inflatable toys such as bounce houses, slides, ride-in balls, etc, are not permitted.
- The use of charcoal for barbecuing is prohibited.

Keys:

- The reserved party is the **only** authorized person allowed to pick up the restroom/power keys. Please contact the City offices Monday through Thursday 8-5 or Friday 8-noon for key and sign pick up. Do not lend out the key to anyone.
- Upon cleaning and inspecting the restrooms after use, the key will be dropped into the drop box located on the east side of City Hall front doors and the sign put in the drop box or left against the building **immediately** following the bowery use.

Lost or Stolen Property:

- Harrisville City will not be responsible for any lost or damaged equipment, personal belongings or other items owned or used by the group of individuals using the bowery.
- Items left for more than 60 days will be utilized or discarded as deemed proper by City staff.

The park will be cleaned on a periodic schedule. However, the City cannot guarantee the cleanliness of the facility at the time of your reservation, due to it being a public park.