



City of Radcliff – Park Pavilion

Reservation Agreement
Parks & Recreation Department

Online Calendar

Organization: _____ Renter: _____

Contact Phone #: _____ Email: _____

Address: _____

Date of Pavilion Reservation: _____ Time of Event: _____

Approximate Number of Guests: _____ Type of Activity: _____

Renter must be 21 years or older to be eligible to rent park pavilions.

The Pavilion **Reservation Fee (non-refundable)** is due at the time you make your reservation.

City Park \$25 Pavilion Dawley Park \$25 each Pavilion A Pavilion B **Reservation Fee:** _____ **Cash / Check / CC**

Park Information/Policies: Park hours – dawn to dusk. Play at your own risk. Speed limit is 10 MPH. Park in designated areas only. Vehicles may not be left overnight. Smoke only in designated areas. Alcohol is not permitted. Dogs are not allowed at Dawley Park. Dogs must be on a leash at City Park. Use of park facilities for organized activities must have prior written approval from the Radcliff Parks & Recreation Director. Also, some reservations may require insurance. These include: events with major physical activity and moderate/severe exposure to participants; events with expected attendance of **OVER 50**. If your reservation requires insurance, you will need to provide a current certificate of insurance showing proof of one million dollars of commercial general liability coverage. The certificate should name the City of Radcliff as an additional insured. A copy of the Certificate of Insurance needs to be given to the Department three weeks prior to your reservation. If you have questions, contact the Radcliff Parks & Recreation Director at (270)351-4079.

Renter’s Responsibilities:

- Clean-up area after event and dispose of trash in receptacles.
- Renter will be billed for any damage to City property.
- Renter is liable for accidents or injuries sustained by Renter, patrons or any persons associated with your function.
- Minors must be supervised at all times.
- The restrooms are initially stocked. Renters may want to bring additional toilet paper/paper towels.
- Policy infractions could result in dismissal from the facility/premises and/or denial of future use.
- The City assumes no liability for injuries, accidents, or loss of/damage to personal property.
- The City reserves the right to require police security and/or certificate of insurance.
- The City reserves the right to cancel or change your reservation due to unforeseen circumstances.

Non-Emergency Fire or Medical (270-351-4477)

To Report Facility Malfunctions (270-351-4079)

To Report Criminal Mischief & Emergencies 911

I have read and understand the City of Radcliff Parks & Recreation Department Policies and agree to abide by them. The undersigned does hereby agree to hold harmless and indemnify the City of Radcliff, from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of the undersigned in the course of facilitating an event on a pavilion reserved at a city park.

Renter Signature Date

Staff Signature Date