



PAVILION USE APPLICATION

www.gaithersburgmd.gov

EVENT NAME: _____ Number of Attendees Expected: _____

DATE OF PICNIC: _____ TIME: _____ to _____ (Include necessary time for set up and clean up)

APPROXIMATE ARRIVAL TIME OF ATTENDEES: _____

Description of Event: _____

Applicant's Name: _____

Organization: _____

Address: _____ Apt. # _____ City/St/Zip _____

Phone Numbers: Work _____ Home _____ Cell _____

Fax _____

CHECK ALL THAT APPLY:

Catering service, time of arrival: _____

Exhibits or vendor booth

DJ, music, use of speakers/amplification

Moonbounce

other entertainment vendors (i.e. : dunktank, climbing wall, etc..)

Check one: City Resident Nonresident

Check one: Commercial Non-Commercial

Pavilion request: check one or more as appropriate

Optional service fees: check one or more as appropriate

___ Park Pavilion, Bohrer Park

___ \$125 Alcohol beverage permit

___ Pond Pavilion, Bohrer Park

___ \$30 Equipment rental (volleyball/horseshoes)

___ Hillside Pavilion, Bohrer Park

___ \$50 Water Pump

___ City Hall Pavilion, City Hall Park

___ \$30 Crab clean-up (must pay fee if serving crabs)

RECREATIONAL OPPORTUNITIES:**

Indicate number of passes requested

___ \$8.25 Putt & Pool pass

___ \$4 Miniature Golf (One round of miniature golf)

___ \$6 Miniature Golf (unlimited play)

___ \$4.25 Water Park Admission

***Subject to availability at time of pavilion rental. A limited number of passes are sold daily and some restrictions apply. To receive group rates, passes must be purchased in advance.*

Applicant/organization accepts responsibility to abide by all procedures outlined in the "Rental Program" document and understands penalties associated with not abiding by these stipulations. In addition, applicant agrees that by signing this application, the City of Gaithersburg is authorized to charge applicants credit card and/or process checks and cash for specified fees.

The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Pavilions at Bohrer Park, Summit Hall Farm or City Hall Park Pavilion.

Date of this request : ___ / ___ / ___ Signature of Applicant _____

Date received: _____ By: _____

Driver's License # _____

Security deposit: \$ _____ Date received: _____

Cash Check # _____ Visa/MC/Discover # _____ Exp. ___ / ___

Cardholder name (please print) _____

Five hour pavilion rental fee: \$ _____ Optional services fees \$ _____

Fees for additional hours: \$ _____ Recreational Opportunities: \$ _____

Cash Check # _____ Visa/MC/Discover # _____ Exp. ___ / ___

Cardholder name (please print) _____