



PAVILION USE APPLICATION

www.gaithersburgmd.gov/pavilions

PERMIT #: _____

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** _____

Email _____ **Fax** _____

CHECK ALL THAT APPLY:

- | | |
|---|---|
| <input type="checkbox"/> Catering service, time of arrival: _____ | <input type="checkbox"/> Exhibits or vendor booth |
| <input type="checkbox"/> DJ, music, use of speakers/amplification | <input type="checkbox"/> Moonbounce |
| <input type="checkbox"/> other entertainment vendors (i.e. : dunktank, climbing wall, etc.) | |
| Check one: <input type="checkbox"/> City Resident <input type="checkbox"/> Nonresident | Check one: <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Commercial |

Pavilion request: check one or more as appropriate

- ___ Park Pavilion, Bohrer Park
- ___ Pond Pavilion, Bohrer Park
- ___ Hillside Pavilion, Bohrer Park
- ___ City Hall Pavilion, City Hall Park

Optional service fees: check one or more as appropriate

- ___ \$130 Alcohol beverage permit
- ___ \$30 Equipment rental (volleyball/horseshoes)
- ___ \$50 Water Pump
- ___ \$30 Crab clean-up (must pay fee if serving crabs)

RECREATIONAL OPPORTUNITIES:**

Indicate number of passes requested

- | | |
|------------|--|
| ___ \$4.00 | Miniature Golf (one round) |
| ___ \$6.00 | Miniature Golf (unlimited play) |
| ___ \$5.00 | Weekday Water Park |
| ___ \$5.75 | Weekend Water Park |
| ___ \$9.00 | Weekday Putt & Pool Pass (unlimited Miniature Golf and Water Park admission for day of picnic) |
| ___ \$9.75 | Weekend Putt & Pool Pass (unlimited Miniature Golf and Water Park admission for day of picnic) |

***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.

All cancelations are subject to a minimum \$10 processing fee.

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) _____