



# PAVILION USE APPLICATION

[www.gaithersburgmd.gov/pavilions](http://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.)   |   |
| <b>Check one:</b> <input type="checkbox"/> City Resident <input type="checkbox"/> Nonresident | <b>Check one:</b> <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

_____ \$5.00 Miniature Golf (one round)	<b>**Subject to availability at time of pavilion rental. A limited number of passes are sold each day and restrictions apply. Passes must be purchased in advance and there are no refunds.</b>  <b>*Putt &amp; Pool Pass is unlimited Miniature Golf and Water Park admission on the day of picnic.</b>
_____ \$7.00 Miniature Golf (unlimited Play)	
_____ \$5.00 Weekend or Weekday Water Park Admission (City Resident)	
_____ \$14.50 Weekend Water Park Admission (Nonresident)	
_____ \$8.50 Weekday Water Park Admission (Nonresident)	
_____ \$8.50 Weekend or Weekday Putt & Pool Pass* (City Resident)	
_____ \$19.00 Weekend Putt & Pool Pass* (Nonresident)	
_____ \$12.00 Weekday Putt & Pool Pass* (Nonresident)	

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 or City Hall Park Pavilion.

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

**Date of this request :** \_\_\_/\_\_\_/\_\_\_ **Signature of Applicant** \_\_\_\_\_

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 Date received: \_\_\_\_\_ By: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Security deposit: \$ \_\_\_\_\_ Date received: \_\_\_\_\_

Cash  Check # \_\_\_\_\_ Visa/MC/Discover/AmEx # \_\_\_\_\_ Exp. \_\_\_/\_\_\_

Cardholder name (please print) \_\_\_\_\_

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

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

Cash  Check # \_\_\_\_\_ Visa/MC/Discover/AMEX # \_\_\_\_\_ Exp. \_\_\_/\_\_\_

Cardholder name (please print) \_\_\_\_\_