WILLARD CITY SHELTER RESERVATION FORM

1 Total amount due must be paid within two to three weeks of making the reservation. If there is not two to three weeks between the time you make your reservation and the day of your reservation, payment is due immediately. If, for any reason, you decide to cancel your reservation BEFORE YOU REMIT PAYMENT, please advise us at (419) 933-2581. **ALL FEES MUST BE PAID IN ADVANCE - NO REFUNDS.**

2 Fee structure is as follows:

Weekdays:	$30 all day reservation
Weekends:	$35 all day reservation

3 **NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PICNIC AREA OR ON CITY PARK PROPERTY.**

4 All trash is to be placed in the trash containers provided or trash bags.

5 The undersigned person is responsible for all activity that takes place in the reserved shelter. The undersigned also agrees that the shelter shall be cleaned to the satisfaction of the Recreation Director or his respresentative. All damages will be referred to the undersigned for payment.

6 All fires must be in a grill. Fires must be extinguished prior to the departure of the undersigned party.

7 The Willard City Park is open from dawn until 10:00 pm. Activity at the picnic shelters must be terminated by 10:00 pm.

8 Please do not remove the picnic tables from the shelter areas.

9 Questions on reservations may be referred to the City Service Desk, Monday through Friday, 8:00 am to 5:00 pm. (419) 933-2581, or the Recreation Office at (419) 935-1654.

********** PLEASE DETACH AND RETURN THE BOTTOM PORTION WITH PAYMENT **********

Date Reserved _____

approximate starting time: _____

approximate ending time: _____

Amount Due _____ Date Paid _____

Payment by: check # _____
money order # _____
Cash _____

_____
Signature of Person Rerserving

_____
Printed Name

Address _____
Telephone _____
Organization _____
Approximate number attending _____

Make checks payable and remit to: City of Willard
Recreation Department
PO Box 367
Willard, OH 44890

Circle One:
West Shelter
Middle Shelter
East Shelter
Little League Shelter East
Little League Shelter West

Thank You for your Reservation and enjoy your day at the Willard City Park!