

# HINES PARK PAVILION RESERVATIONS

The Hines Park Pavilion will be open for general use at no charge any time if it is not reserved. Use during non-reserved times will be on a first-come, first-serve basis.

## RESERVATION POLICY:

Groups or individuals may reserve the pavilion for a one-day event by paying a \$55.00 reservation fee, plus a \$55.00 cleaning/damage deposit. This fee and deposit must be made by two checks of \$55.00 each, payable to the City of Park Falls. Full payment is required when the reservation is made.

A park attendant or designee will check the condition of the pavilion before and after the event. If the building and area is left clean and undamaged, the \$55.00 cleaning/damage deposit will be refunded by mail or in person within 10 business days of the event.

## CANCELLATION POLICY:

A full refund of the reservation fee and the damage deposit will be made if the notice of cancellation is received by the city clerk's office 30 days before the reservation date. If less than 30 days notice is given the \$55.00 reservation fee will be forfeited, but the cleaning and damage deposit will be refunded.

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### HINES PARK PAVILION RESERVATION FORM

Group Name \_\_\_\_\_

Responsible party/contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Please return this form to the Park Falls City Clerk's Office, PO Box 146, Park Falls, WI 54552 with checks made payable to the City of Park Falls.

(For Office Use: Date of Payment \_\_\_\_\_ Check Number \_\_\_\_\_)