



PARK RESERVATION FORM

Date of use: _____ **From:** _____ **am/pm** **To:** _____ **am/pm**

Organization/ Person Responsible: _____

Address: _____ **Phone Number(s):** _____

Type of Event: _____ **Est. Attendance:** _____ **Woodway resident:** Yes No

RENTAL FEES (**Proof of residence required**):	
PAVILIONS (all parks)	POAGE GAZEBO/ WHITEHALL SMALL SHELTER
First three (3) hours (minimum rental period):	First three (3) hours (minimum rental period):
Woodway residents: \$50.00	Woodway residents: \$25.00
Non-Woodway residents: \$60.00	Non-Woodway residents: \$35.00
Additional hours (all facilities):	\$15.00 per hour
Use of water and/or electricity (where available):	\$5.00 each
Fees for excessive usage:	
Water (for water slides, etc.):	\$30.00 one-time charge
Electricity (overloading circuits):	At cost of repair- for City staff & electrician

POAGE	Large Pavilion (capacity: 100 people): <i>water & electricity available</i>	Total Hours Rented: _____ Water <input type="checkbox"/>	Electricity <input type="checkbox"/>
	Small Gazebo (capacity: 10-15 people): <i>only electricity available</i>	Total Hours Rented: _____ 	Electricity <input type="checkbox"/>
WHITEHALL	Large Pavilion (capacity: 100 people): <i>water & electricity available</i>	Total Hours Rented: _____ Water <input type="checkbox"/>	Electricity <input type="checkbox"/>
	Small Shelter @ playground (capacity: 10-15 people): <i>no water or electricity</i>	Total Hours Rented: _____ 	
WOODWAY	Park 1 Pavilion (capacity: 50 people): <i>only electricity available</i> <i>(Please note: portable restrooms are provided June 1 through August 31 only)</i>	Total Hours Rented: _____ 	Electricity <input type="checkbox"/>
	Park 2 Pavilion - near the lake (capacity: 50 people): <i>only electricity available</i>	Total Hours Rented: _____ 	Electricity <input type="checkbox"/>

For City Staff Use Only

Received by: _____	Date: _____	FEES TO BE PAID
		Rental fees: \$ _____
		Water (regular use): \$ _____
Date Paid: _____	<input type="radio"/> Cash <input type="radio"/> Check # _____	Electricity: \$ _____
	<input type="radio"/> Mastercard <input type="radio"/> Visa <input type="radio"/> Discover	Excessive water use: \$ _____
Receipt #: _____	Posted to calendar by: _____	TOTAL FEES: \$ _____