



# Choctaw Creek Park Pavilion Reservation Form

Group Name: \_\_\_\_\_ Event Planned \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_@\_\_\_\_\_.com

**Please check date needed, facility requested, along with group size and fee:**

Date Requested: \_\_\_\_\_ Time Requested: Start: \_\_\_\_\_ End: \_\_\_\_\_

Small Pavilion

Mid-Size Pavilion

Large Pavilion

Up to 30 \$25.00 1/2 day  31—100 \$50.00 1/2 day  101+ \$ 75.00 1/2 day  
\$50.00 \$100.00 \$150.00

*Electric Not Available*  Electric Needed  Electric Needed

**Refund Policy:** The Deposit will be refunded and you will receive the following percentage of your rent

Cancellation >90 Days Prior to Event	100%
Cancellation 60—90 Days Prior to Event	75%
Cancellation 30—59 Days Prior to Event	50%
Cancellation <30 Days Prior to Event	-0-

**Deposits: The following deposits for rental of any facilities are required as follows and shall be paid along with rental fees:**

Park Key \$ 50.00 {Refundable if key is returned by noon the following workday}  
If you do not pick up your key and an employee has to unlock the park for you, your refund will be reduced by \$50.00.  
Clean up \$100.00 {Refundable if cleaned}

**Other Information and Park Rules:**

The reserved use of a Choctaw Creek Park Pavilion is by this Agreement ONLY.  
Reservations may NOT be transferred, assigned or sublet to another individual or organization.  
The Park is closed from dusk to dawn.  
NO fireworks are allowed to be discharged within the Park.  
ALL dogs and cats MUST be on a leash.  
All trash and debris must be properly removed.

I hereby agree to abide by all rules and regulations of Choctaw Creek Park (CCP). I further agree to pay for all damages to the facilities at CCP which may be caused by my group/organization use (other than normal wear and tear). It is also understood that the City reserves the right to cancel my reservation at any time should a conflict arise with your use of the facilities (an appropriate refund will be made). Furthermore, I agree to not hold the City of Choctaw or any of its employees responsible for any and all accidents, injuries, damages or monetary loss for my group/organization use of the facilities at CCP.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE, ADMINISTRATIVE USE ONLY**

Rent (R750) : \_\_\_\_\_ Deposit (D530) : \$150.00 Total Collected : \_\_\_\_\_

Key # : \_\_\_\_\_ Receipt # : \_\_\_\_\_  Cash  Check : \_\_\_\_\_  Credit Card : \_\_\_\_\_

**REFUND INFORMATION**

Key Picked Up  Key Returned  Park Clean (if not list) \_\_\_\_\_

Reservation Cancelled—Date: \_\_\_\_\_ % to be Refunded: 50% 75% 100%

Amount to be Refunded: \_\_\_\_\_ Check No: \_\_\_\_\_ By: \_\_\_\_\_