

**“The Pavilion”
At Wright Park
Rental Form**

Lessee: _____ Date: _____

Address: _____

Contact person: _____ Phone: _____

Type of Event: _____

The Pavilion rental is for a period of (check one)

Beginning: _____ a.m. _____ p.m. on _____ (date)

Ending: _____ a.m. _____ p.m. on _____ (date).

Total hours: _____ Fee: \$50.00 per hour Total Fee: _____

Pavilion A _____

Pavilion B _____

Rules and Regulations:

1. **PAVILION RESERVATION DOES NOT RESERVE THE RESPECTIVE PLAYGROUND OR SPLASH PAD.** ALL City of Satsuma playgrounds and the splash pad are open to the public, unless closed for maintenance.
2. No Alcohol anywhere on the premises is permitted.
3. The pavilion may be rented after you, please be mindful of groups that may be utilizing the pavilion when your time period has expired.
4. The renter of record is responsible for all garbage. Please bring your own garbage bags. Trash cans are provided throughout the area.
5. Full payment is due when the event is reserved. Reservations and payments are to be made, in person, at Satsuma City Hall. No over the phone reservations will be made. Payment can be made by cash or check. If payment is made by check, payment must be made at least ten (10) days prior to the event. You will receive a reservation permit from the City. Please have it as your proof of reservation. If someone refuses to leave your reserved pavilion during your scheduled time, contact the Satsuma Police Department at (251) 675-0151.
6. Damages: The renter of record is responsible for any damages that occur while the facility is entrusted to their care.
7. CANCELLATION POLICY; Once paid, the fee is non-refundable and non-transferable. If inclement weather cancels your event, please contact Edith Butler at Satsuma City Hall, 251-675- 1440 X 5.
8. Pavilion rental is available; Tuesday- Sunday from 9: a.m. until 8:00 p.m. The pavilions are located behind the Splash Pad and includes the following amenities:
 - a. Three 8’ Picnic tables
 - b. One small grill per side
 - c. Power outlets
 - d. Access to hand wash sink
 - e. Two Ceiling fans per side
 - f. Restrooms located near by

I agree to the conditions set forth in the foregoing rules and regulations.

Signed: _____

Print name: _____

APPROVED BY CITY COUNCIL – 8/15/17