



### Town of Georgetown Official Shelter Reservation Form

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

Name of Group: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Park Shelter Location:** Georgetown Park or Ashley Mariah (circle one)

Date of Reservation: \_\_\_\_\_ Fee: \_\_\_\_\_ **\$50.00** \_\_\_\_\_

\*all payment must be made in either cash, check, or credit card. Credit card transaction fees are 3%.

As a representative of the above-named group, I hereby reserve the shelter for the above listed date and time. As the legally responsible party for this group, I understand it is my duty to see that all park rules are obeyed by the group while using the facilities. The following rules and regulations are applicable to the user of all shelters within the Town of Georgetown system during the shelter season of April 1 through October 31 of each year. All reservations are on a first come, first served basis. **Your reservation is confirmed when your payment is received.**

#### **RULES AND REGULATIONS**

1. Permission to reserve shelter facilities will be granted only where the function can be reasonably accommodated by the park system. Such use must not unduly interfere with the rights of the general public and will not present a clear and present danger to the public health and safety of the community.
2. No alcoholic beverages, drugs, firearms, or fireworks are allowed within the park boundaries.
3. Vehicles must park within the parking lots at all times.
4. No amplified music, stereos, radios, etc., will be allowed in the park.
5. Groups are expected to provide their own set-up and after usage, clean-up. If any additional clean-up of the area by Town Staff is necessary, it will be billed to the user at the rate of \$20/hr., plus material costs for any damages.
6. No persons shall expose or offer for sale, any article or thing where profits accrue to any individual person or members of the sponsoring organization unless the activity is sponsored or co-sponsored by the Town of Georgetown or approved by the Town Council.
7. No persons within any park or its borders shall be permitted to announce, advertise, or call the public's attention in any way to any article or service for sale or hire.
8. Refunds for cancelled events will only be issued with a five (5) day prior notification. Refunds will be issued by Georgetown Clerk/Treasurer's Office.

Violations of park rules may result in a group being asked to leave the park property with no refund of the reservation fee. By signing this contract, I clearly understand and have received the policies regarding shelter reservations and will be responsible for my group complying with all regulations. Do not sign this contract if you have any questions.

\_\_\_\_\_  
Group Representative                      Date

\_\_\_\_\_  
Town Representative                      Date

## Shelter Rental Instructions

The Town of Georgetown has two shelters that can be reserved for a nominal rental fee for reunions, birthday parties, family gatherings and much more. Reservations by individuals or groups are taken beginning the first business day in April at the Town Hall. **Reservations are NOT available online.**

- All shelter reservations are from **10am-10pm.**
- All shelter reservations are \$50/day.
- We cannot hold or “pencil-in” a reservation without the payment and contract.
- Please read the “Rules and Regulations” portion of the contract carefully. Feel free to ask any questions.
- All shelters and bathrooms will be cleaned the morning of your rental by Town Staff. As a reminder, this is a public park and other people may go into the shelter in between the time it was cleaned and your event.
- A shelter sign with the “name of your group” will be posted at the shelter to indicate that the shelter has been rented. Examples of Name of Group: Smith Family Reunion, John’s Birthday.

**Rental Policies Priority:** Town sponsored and co-sponsored activities and programs have priority in scheduling the use of all facilities. All other requests will be handled in the order in which they are received.

**Eligibility:** You must be 18 years of age or older and be authorized by the applicant/organization (if you are not the applicant), to sign a reservation agreement. Chaperones: When the planned activity is primarily for people under 18 years old, the person signing the reservation agreement will be responsible for the entire group.

**Bring Your Receipt with You:** Your receipt is your confirmation of rental; bring it with you to the shelter. If the shelter is occupied at the time of your rental, show the users your receipt and politely request they vacate the shelter. A shelter sign indicates that reservations have priority.

**Cancellation and Inclement Weather:** We rent our picnic shelters “rain or shine”. Please be aware that the rental fee for a picnic shelter will not be refunded in the event of inclement weather unless request is five (5) days prior to rental date.

**Trash:** The renter must leave the shelter area in a clean and orderly condition. Trash must be properly disposed of. Any additional clean-up of the area by Town Staff will be billed to the renter at \$20/hour charge plus material costs for any damages.

**Damages:** Any and all damages to Town property, while being used by the renter, will be the responsibility of the renter and payable in full to the Town of Georgetown. Payment will include the costs of all labor, materials, and supplies to repair the damage or replace damaged materials. The Town reserves the right to decline renting to patrons who have incurred damages to Town property in previous rentals.

**Liability:** The Town assumes no liability for the renter’s use of the shelter. As a condition of use, the applicant shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the renter while using the shelter.