

**CITY OF SPRINGTOWN  
RESERVATION REQUEST FORM**

DATE OF REQUEST: \_\_\_\_\_ FACILITY REQUESTED: \_\_\_\_\_

NAME OF INDIVIDUAL/GROUP: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

WILL PRODUCTS OR TICKETS BE SOLD YES / NO      NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

WILL BARRICADES OR CITY SERVICES BE REQUIRED:      YES / NO

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

Events expecting 250 people will require at least 1 off duty police officer at the event holders expense.  
Events expecting 500 people will require at least 2 off duty police officers at the event holders expense.  
For events expecting 500 or more people, we require a meeting with the City Secretary and other officials.

WATER / ELECTRIC:      YES / NO

TABERNACLE OR NEWBY PAVILION ONLY

DEPOSIT: \_\_\_\_\_ FEE DUE: \_\_\_\_\_ RECEIPT: \_\_\_\_\_

PERSON IN CHARGE OF EVENT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

I agree to all the regulations and provisions. I will be present at the function and will be responsible for any damages to the property. I release the City of Springtown from any liability for injuries, etc. resulting from the use of the property in connection with this request. I understand that I am solely responsible for the clean up.

No alcohol is allowed on any City owned property. You must be out of the Park when it closes at dusk. You must leave the the Tabernacle by 10:00 pm.

**Once reservation is made, there will be NO REFUNDS for cancellations.**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_