# Crotty Park

## Reservation for Shelter and/or Kitchen

**INSTRUCTIONS:** Complete **ALL** information requested and return to Seneca Village Hall, 340 N. Cash Street (8am-4pm M-F). Reservations accepted only after January 1st of each year.

Reservations are reserved on a first come first **RESERVED** availability and **MUST** be made 3 days in advance.

Person Responsible: __________________________________________
Address: ___________________________________________________
Home phone: ___________________ Cell phone: __________________

1. **Shelter only:** Date requested __________ Time Requested: __________
   - Village Residents - $25.00
   - Non-Residents - $50.00
   - Non-for-Profit - No Charge

2. **Kitchen/Shelter:** Date requested __________ Time Requested: __________
   - Village Residents - $50.00
   - Non-for-Profit - $25.00
   - Non-Residents - $100.00

Park reservations are subject to all statues and administrative rules governing the park.
- One booking per form, no more than one booking per request.
- Reservations are accepted in person, by mail or payment drop box located outside the Seneca Village Hall. **NO PHONE RESERVATIONS ACCEPTED.**
- **NO STAPLES ARE ALLOWED** in pillars of Shelter, or in the Kitchen area!
- All shelter/kitchen trash/food must be cleaned up and disposed of in garbage dumpsters at south end of the park. Additional fees and any damage or excessive clean-up will result in denial of future requests for Crotty Park.
- Form and fees are required at time of reservation. **Checks are to made payable to the Village of Seneca.** Refunds will be made for any cancellations if a 2 week notice is given.

I have read and understand the conditions of this application:
Signature of Applicant: _______________________________________
Date and time received: _______________________________________
Non-For-Profit Organization Name: ________________________________
Organization #: _____________________________________________

For Office Use Only: Initials: __________ Date: ________________
Amt. rec. at booking $_________ Check # _________ Date/Time Rec’d _________ Refund: Yes ___ NO ___
Amount of refund $_________

01/01/2020