

# 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. 1<sup>st</sup> 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 needed: \_\_\_\_\_  
\_\_\_\_ Village Residents - \$25.00 Rental Fee  
\_\_\_\_ Non-Residents - \$50.00 Rental Fee  
\_\_\_\_ Non-for-Profit - \$0.00 Rental Fee
2. Kitchen/Shelter: Date requested \_\_\_\_\_ Time needed: \_\_\_\_\_  
\_\_\_\_ Village Residents - \$50.00 - \$25.00 deposit; \$25.00 Rental Fee  
\_\_\_\_ Non-for-Profit - \$50.00 - \$25.00 deposit; \$25.00 Rental Fee  
\_\_\_\_ Non-Residents - \$100.00 - \$50.00 deposit; \$50.00 Rental Fee

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.**
- **Deposits are required for Kitchen/Shelter rental.** All kitchen trash/food must be cleaned up and disposed of in garbage cans provided outside. Any items left behind or clean-up will result in revocation of deposit and 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, if applicable, will be disbursed following inspection (note Crotty Park information sheet).

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 deposit: Yes \_\_\_ NO \_\_\_  
Amount of refund \$ \_\_\_\_\_

03/12/2017