



# Syracuse City Park Reservation Form

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

Group/Event Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Date of Reservation:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to:** \_\_\_\_\_

Which Park/ Park Bowery would you like to reserve (circle one):

- |                |                 |                   |                    |
|----------------|-----------------|-------------------|--------------------|
| Bluff Ridge    | Canterbury      | Centennial (East) | Centennial (South) |
| Equestrian     | Founders (East) | Founders (West)   | Fremont            |
| Jensen (North) | Jensen (Middle) | Jensen (South)    | Legacy             |
| Linda Vista    | Rock Creek      | Stoker            | Tuscany            |

Please indicate the TYPE of Activity (check one):

Wedding/Reception  Corporate Party  Family Reunion/Party  Other \_\_\_\_\_

How many people will be attending: \_\_\_\_\_

Do you plan on placing any structures on the grass, i.e., inflatables, rides, equipment, etc. Yes\_\_\_\_No\_\_\_\_  
If yes, fill out the type of activity box below.

**No open water allowed**, i.e. pools, dunk tanks, waterslides, etc.

**If you qualify as a special event you will need to provide a site map and obtain a \$1,000,000 liability insurance and add Syracuse City as the additional insured.**

**Please indicate the TYPE of activity:**

Have you done this event with us before? Yes_____ No_____	Will any temporary structure be used for this event, i.e. tents? Yes_____ No_____
Is this a private event? Yes_____ No_____	If yes, what size? _____ 10 x 10 _____ 10 x 20 _____ larger than 10 x 20, _____ how many? _____
Do you need any street closures? i.e. for any event similar to a neighborhood block party? If yes, Start Time: _____ AM/PM End Time: _____ AM/PM Please list street(s) below: _____	Will any tables and chairs be set up outside? Yes_____ No_____
If yes, how many? _____ Chairs _____ Tables _____	
Please list any structures that will be used during the event: _____ _____	

Any other requests, or anything you'd like us to know: \_\_\_\_\_

**A credit card must be kept on file:**

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CCV# \_\_\_\_\_

**A \$50.00 minimum fee will be charged to the credit card if rented facilities are not left in the condition in which they were found. Glitter and Confetti are included in, not permitted items.**

To cancel a reservation, a seven (7) working day advance notice is required to receive a full Refund minus a \$5.00 handling fee. If a cancellation is made with less than seven (7) working days, only 50% of the reservation fee will be refunded. If cancellation is made with less than three (3) working days, no refund will be given.

**Indemnity Agreement:**

1. Lessee agrees to indemnify and hold harmless lessor (Syracuse City) from any and all injuries, claims, damages or costs caused by lessee or any participant in lessee's group.
2. I certify that I am duly appointed and authorized to make the above request in the name of the organization and that I shall abide by the terms under which use of the requested area is made.
3. Any actual damage costs will be billed separately, and future reservations may be affected.
4. It is the responsibility of the lessee to comply with any and all federal, state and local regulations. The City does not endorse or authorize activities in violation of said regulations and lessee agrees to hold the City harmless from any violations I have read and understand both the above Indemnity Agreement and Special Event Procedures outlining the rules and regulations pertaining to Park Reservations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee Paid \$ _____ Cash _____ Credit _____ Date _____ Employee Accepting Agreement _____ Site Plan Given to Lesley: Yes _____ No _____
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