



## VILLAGE OF NEW KNOXVILLE Shelter House Reservation/Agreement

Contact Village Offices at 419-753-2160 for availability or info.

### RENTAL FEES:

- Rental Fee \$75.00 (per day)
- Rental Fee \$200.00 (per day) Includes weddings or any event that requires a tent(s) and/or electrical set up.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

**THE LAST WEEKEND OF JUNE IS ALWAYS RESERVED FOR THE FESTIVAL**

TIME REQUESTED: From: \_\_\_\_\_ To: \_\_\_\_\_ OR All Day  (8am-11pm)

**Note: No food or set up is to be done before reserved date and time.**

### TYPE OF EVENT:

- Ball Game     Birthday Party     Graduation Party     Family Reunion
- Wedding     Wedding Rehearsal     Service Group Event     Other \_\_\_\_\_

If your event will require any of the following please check below:

\_\_\_\_\_ Pole Tent(s) (See item #9 on reverse)

\_\_\_\_\_ Electrical Set Up

\_\_\_\_\_ Ball Diamond Lights

\_\_\_\_\_ Beer Sales. If you intend to **sell** beer at your event-See item #10 on reverse.

**OFFICE USE ONLY**

Date Approved \_\_\_\_\_

***Reservations are on a first come-first served basis. Your paid fee guarantees your reservation.***

1. Cancellation of your reservation must be made at **least one week** prior to the date the shelter house was scheduled. Total refund of your reservation fee will be issued unless the cancellation is made less than one week prior to the reservation date. Should cancellation be made less than one week before the reservation date, a \$10.00 cancellation fee will be charged.
2. Any refund will be made on the 2<sup>nd</sup> Tuesday of the month following your cancellation.
3. The Village of New Knoxville will not be responsible for any injuries that occur while at the park.
4. Your reservation permits you to use any of the sports facilities providing no other party has scheduled the use of these facilities through our office.
5. There is a kitchen facility located in the shelter house with a refrigerator and freezer. There is no running water in the kitchen.
6. **You will need to pick up a key code for the kitchen from the Village Hall before your event.**  
Office hours are Monday through Friday 8 am – 4 pm.  
**Note:** Possession of code does not authorize use of facility before date and time of reservation.
7. The park is an enjoyable place for all to use. Please do your part to keep it clean. You will need to empty the trash cans and put new bags in them. Plastic bags for trash cans are located in the kitchen. Place full bags of trash in park dumpsters before leaving. (Dumpsters are in the east parking lot.) Replace tables to their proper position in the Shelter House. **A penalty of \$75 will be billed to the person reserving the shelter house if the items above are not properly attended to.**
8. Vehicles are permissible to drive to shelter house **only** for unloading/loading supplies and/or handicapped or elderly persons. You will need to use the east park entrance on Botkins Angle Road for this.  
**NOTE: Once delivery/drop off is made, vehicles should be returned to the parking lot.**
9. If pole tents are to be used at your event, **prior permission and location need to be approved by Village of New Knoxville staff due to the underground electric.**
10. The Village of New Knoxville requires council approval for any event with beer **sales**. Approval should be requested at a Village Council meeting. These meetings are held the second Wednesday of each month. You will need approval prior to your event. Be advised request for approval does not guarantee approval. Any state requirements in this regard are the renter's responsibility.
11. The park closes at 11:00 p.m.
12. The park address is 700 S Main St, New Knoxville, OH 45871

**If you agree to and understand the terms and statements above you may sign below and return with payment to:**

- Village of New Knoxville in person or to P.O. Box 246, New Knoxville, Ohio 45871.
- Payments can be made by check, cash or money order only.
- Make checks payable to: Village of New Knoxville.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_