PARK PAVILION RESERVATION APPLICATION BOLM-SCHUHKRAFT PARK or METTER PARK

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 100

See page 2 for instructions, and pavilion details.

A. Please check the box next to the pavilion you would like to reserve:
BOLM-SCHUHKRAFT PARK PAVILIONS:

1) Centennial   2) Lions   3) Horseshoe   4) Playground

METTER PARK PAVILIONS:

1) Park   2) Metter St.   3) Sesquicentennial   4) Library Gazebo

B.   Date(s) of intended use: _____   **Before 2:00 pm:**   **After 2:00 pm:**

C.   Type of Event: _____   **# of People Attending:** _____

D.   Activities Planned: _____

E.   Is this Event: Private   * Open to the Public

> *** A "Special Event" application (in addition to this application) is required.**

F.   Will there be music?   Yes   No   Live Band?   Yes   No

G.   Will there be an outside entertainment vendor?
(i.e. inflatable bounce houses, bubble bus, gaming truck, food truck, etc.)   **** Yes   No**

If yes, indicate type and name of vendor: _____

> **** A Certificate of Insurance naming the City of Columbia as an additional insured is required.**
> Please note, food truck vendors are required to submit a "Food Truck" application to the City.

H.   Applicant Name: _____

Address: _____

Phone #: _____   **Date of Birth:** _____

I.   Person in charge of activities, if different from above (H):

Name: _____

Address: _____

Phone #: _____   **Date of Birth:** _____

J.   Is applicant a resident of the City of Columbia?   Yes   No

I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by a public officer or police officer of the City of Columbia. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Columbia. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.

_____   _____
Applicant Signature   Date

Staff use below:

City Residents – See fees below		Non-Residents – See fees below	
Paid:	Date Paid:	Cash:	Check #:
Approved By:		Date:	

Instructions: Park Pavilion Reservation Application:

- A completed Park Pavilion Reservation application (Page 1), payment and Certificate of Insurance (if applicable) must be submitted to the City Clerk's Office at Columbia City Hall for approval.

- Any damages to property and/or equipment shall be billed to the applicant and shall be paid by said applicant upon receipt.

- Must be 18 years of age to reserve a park pavilion.

Pavilion Details & Fee Schedule

Bolm-Schuhkraft Park – Hours 6:00 a.m. to 11:00 p.m.					Pavilion Fees	
Pavilion	**# of Picnic Tables (Seating)**	**# of Grills**	**# of Trash Cans**	**Misc.**	**Residents**	**Non-Residents**
1) Centennial Pavilion	16 – 8' tables (128)	3 double	6	Volleyball Poles	Weekday $25.00/all day	Weekday $100.00/all day
2) Lions Pavilion *	13 – 8' tables (104)	2 double & 1 single	6	Volleyball Poles	Weekend/Holiday $25.00/half day $50.00/full day	Weekend/Holiday $100.00/half day $200.00/full day
3) Horseshoe Pavilion *	6 - 8' & 2 – 6' tables (60)	2 single	4	8 horseshoe Pits		
4) Playground Pavilion *	4 – 8' & 1 – 6' tables (30)	2 single	4	Near Playground		

Metter Park – Hours: Sunrise to Sunset						
Pavilion	**# of Picnic Tables (Seating)**	**# of Grills**	**# of Trash Cans**	**Location**	**Residents Pavilion Fees**	**Non-Residents Pavilion Fees**
1) Park Pavilion	4 – 8' Tables (32)	1 single	1	Near Playground	Weekday $15.00/all day	Weekday $100.00/all day
2) Metter St. Pavilion	4 – 8' Tables (32)	1 single	1	Near Playground	Weekend/Holiday $15.00/half day $30.00/full day	Weekend/Holiday $100.00/half day $200.00/full day
3) Sesquicentennial Pavilion *	7 – 8' Tables 1 – 8' Handicap Table (64)	1 single	1	Near Playground	Weekday $25.00/all day Weekend/Holiday $25.00/half day $50.00/full day	Weekday $100.00/all day Weekend/Holiday $100.00/half day $200.00/full day
4) Library Gazebo	0	0	0	Near Library	Weekday $15.00/all day Weekend/Holiday $15.00/half day $30.00/full day	Weekday $100.00/all day Weekend/Holiday $100.00/half day $200.00/full day

* Drinking fountain