



**MONTVILLE TOWNSHIP**

6665 Wadsworth road  
Medina, OH 44256

**WHITETAIL PARK PAVILION RESERVATION FORM**

Today's Date	
Name	
Address	
Phone Number	
Date Requested	
Purpose of Use	
Approximate # of guests	
\$250.00 Refundable deposit fee - please provide separate check	Fee Paid Yes _____ No _____ Date Paid _____ Check # _____ Cash _____
Non- Refundable Pavilion rental fee (\$75.00 resident - \$150.00 non-resident)	Fee Paid Yes _____ No _____ Date Paid _____ Check # _____ Cash _____
Refundable key deposit fee \$25.00 (if applicable) (Key # _____)	Fee Paid Yes _____ No _____ Date Paid _____ Check # _____ Cash _____
User's signature	
Approval signature	
<b>Make checks payable to: MONTVILLE TOWNSHIP</b>	

The Pavilion will be considered reserved upon payment of the \$100.00 refundable fee, the payment of the appropriate non-refundable fee, and the signatures of both parties.

1. You must be 21 years of age or older to reserve the pavilion.
2. Alcohol is NOT permitted in the park or pavilion.
3. All trash in and around the pavilion must be placed within trash containers.
4. Fire pit must be extinguished and cleaned out, picnic tables cleared and cleaned off.
5. The person reserving the pavilion understands they are responsible for seeing the aforementioned rules and park rules and regulations are observed and by signing above agree to all stated rules.

**PLEASE READ AND SIGN FOR A MONTVILLE TOWNSHIP PARK RESERVATION**

**CANCELLATION POLICY –**

1. A full refund will be given if the cancellation is received more than   7   days prior to the date of the reservation.
2. \$100.00 deposit will not be refunded if cancellation is received less than seven days prior to the date of the reservation however the rental fee will be returned.

**STATEMENT OF RESPONSIBILITY –**

I, the undersigned, do hereby accept full responsibility for the reservations of the mentioned park facility. I fully understand that I am liable for any damages or theft of park property occurring during the use of said park property by my group or organization. I release Montville Township from any claim for death, personal injury or property damage which may arise as a result of my participation in the sponsored event.

Sign both pages, make and keep one copy for your records and return the original with your payment. (If applicable)

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

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**PLEASE READ AND SIGN HERE FOR A SPECIAL USE PERMIT**

In consideration of the permit issued from the Montville Township Trustees, the undersigned, after full and careful inspection of the subject premises and being mindful of the risks associated with and implicit in the subject matter, I hereby agree to save and hold harmless the Montville Township Trustees from any and all claims, demands, causes of action, judgments, costs and, other expenses, including, but not limited to attorney fees, which may arise by virtue of said usage.

I agree that I will obey rules and regulations, the person in charge, and assist by informing the Montville Township Trustees of situations which may cause injury.

Sign both copies, keep a copy for your records and return one copy with your payment. (If applicable)

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

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**OFFICE USE ONLY**

FEE: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

KEY RETURNED: \_\_\_\_\_ PARK INSPECTED ON \_\_\_\_\_ BY \_\_\_\_\_

REFUND RECEIVED BY: \_\_\_\_\_