

TOWN OF NEW MARKET

Facility Reservation Request

NAME/Contact Person: _____

Organization (if any): _____

Street Address/Box No.: _____

City/State/Zip: _____

E-Mail Address: _____

Telephone Contacts: Home _____ Work or Cell Phone: _____

The following facility:

FEES FOR NON-RESIDENTS

- _____ Gazebo at Community Park (\$25.00)
- _____ Pavilion at Community Park (\$50.00)
- _____ Gazebo & Pavilion at Community Park (\$75.00)
- _____ Basketball Court at Community Park (\$25.00)
- _____ Fenced in Court Yard at Community Park (\$25.00)
- _____ TOTAL DUE

Day/Date of Use: _____ From _____ AM/PM until _____ AM/PM

PURPOSE _____ Number of people expected _____

POLICIES: Reservations are accepted on a "PAY FIRST" basis. Reservations will not be booked without the payment and necessary paperwork. Requests for transfers must be received at least 5 business days prior to the date of the reservation. Requests for refunds must be received 10 business days before the reservation date for the patron to receive a refund. There can be no refunds of the reservation once a transfer has been made. All shelter reservations are "RAIN or SHINE".

PROCESSING FEES charged for: Refunds \$4.00, Transfers \$8.00, Returned check \$25.00

SHELTER CAPACITY: Gazebo (8-12 people) Pavilion (16-28 people)

Make Checks Payable to: Town of New Market

Mail to: Town of New Market, P. O. Box 27, New Market, MD. 21774
Phone: 301-865-5544 Fax: 301-865-5638

Signature of Renter/Group Representative

Date

The Area below blue line for Town Use only

JUNE 2010

Approval Sent:

Reservation Fee Received - Amount/Date:

Processed by: