

# CITY OF FORT CALHOUN

110 SOUTH 14<sup>TH</sup> STREET  
FORT CALHOUN, NE 68023  
PHONE: 402-468-5303 FAX: 402-468-5399  
clerk@fortcalhoun.org  
[www.fortcalhoun.org](http://www.fortcalhoun.org)

## City Pavilion Reservation & Information Form

<b>West Market Square Park Gazebo</b> <i>15<sup>th</sup> &amp; Monroe</i>	<b>Pioneer Park Pavilion</b> <i>8<sup>th</sup> &amp; Monroe</i>	<b>City Ballfield Pavilion</b> <i>12<sup>th</sup> &amp; Washington</i>
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### Reservation Info / Process

- Person/Organization obtaining reservations will be held responsible for the conduct of their party while occupying the property. They will also be held responsible for any/all damages occurring during event.
- No reservations will be issued to minors. Adults (aged 19 and older) may obtain such reservation and must be present to supervise the gathering.
- No group may charge admission or sell tickets, food or commodities without prior permission.
- Please post a sign 24-48 hours prior to the scheduled event in the pavilion sign holder.
- This rental reserves only the pavilion itself. Pavilion rental does not include the entire park.
- Rental permit is not transferable to another party without prior permission from a city administrator.
- Reservations can be made through Fort Calhoun City Hall at 402-468-5303

### Clean Up / Rules

Clean up time is included in your rental time and you should allow time accordingly. The following items should be completed prior to the end of your reservation time:

- All tables should be wiped and cleaned of food debris and put back, if moved.
- All trash should be gathered and placed in cans. Trash exceeding receptacle capacity should be securely bagged and placed next to cans.
- There should be no grilling inside of the pavilions. Flames in park provided grills or personal grills should never be left unattended.

### Fees

- All fees associated with pavilion use will help maintain our parks and support future amenities.
- Pavilion rental fees are **\$25 for every four hours** of usage.
- There will be a **\$50 minimum for events where more than 100 people** are in attendance.
- Your payment is refundable if cancelled one week prior to rental.

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## Applicant Information

Name: \_\_\_\_\_ Group/Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

## Event Information

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

### Facility:

- West Market Square Park Gazebo
- Pioneer Park Pavilion
- City Ballfield Pavilion

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

### OFFICE USE ONLY

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

Fee Paid: Yes \_\_\_ No \_\_\_

Amount: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

CASH \_\_\_ CHECK \_\_\_ CARD \_\_\_

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