



Dear guests of the pavilion,

The pavilions located at Eastmonte, Merrill and Westmonte Parks are available to both city and non-city residents to rent for birthday parties, baby showers, picnics, etc. Every pavilion is equipped with tables and grills and can seat up to fifty (50)-people. A multi-use facility contract must be completed along with payment in order to reserve the pavilion. A multi-use facility contract can be obtained by visiting our website at [www.asrecreation.org](http://www.asrecreation.org) or from the Westmonte Park Front Office located at 624 Bills Lane, Altamonte Springs, FL 32714 Monday through Friday 8am to 5pm.

Rental fees for pavilions are as follows:

- 4 hours - \$25 + tax
- 8 hours - \$50 + tax

Pavilions may be reserved up to ninety (90)-days in advance. Once the Multi-Use Facility Contract is completed you may turn it in to the Westmonte Park Front Office or fax it to 407-571-8752. We accept cash, Visa, MasterCard or check (personal checks will not be accepted within thirty (30)-days of reservation). Reservations are not guaranteed or confirmed until you receive a reservation number.

Refunds will not be considered within ten (10)-business days prior to a reservation. In case of inclement weather or unforeseen circumstances, an alternate date will be offered first, a credit may be given, or a refund can be requested in writing. The Park Ranger on duty will determine if a refund can be requested due to inclement weather.

Decorations are permitted, however you may not nail or tack into the wood. Music is permitted at an acceptable volume (acceptable volume is at the discretion of the Park Ranger on duty). Alcohol is strictly prohibited. Set up, the event and clean up must all be included within the four-hour or eight-hour time block. All trash must be placed in trash receptacles located at the pavilion. Pets are not permitted. Inflatable entertainment (bounce houses, moonwalks, etc.) not are permitted at recreation centers.

If you have any questions or concerns regarding the pavilions please call 407-571-8740.

Sincerely,  
Altamonte Springs Recreation Staff

# LEISURE SERVICES MULTI-USE FACILITY CONTRACT

Reservation # \_\_\_\_\_

**RESERVATIONS ARE NOT GUARANTEED OR CONFIRMED UNTIL YOU RECEIVE A RESERVATION #.**

**EASTMONTE PARK** \_\_\_\_\_

**MERRILL PARK** \_\_\_\_\_

**WESTMONTE PARK** \_\_\_\_\_

**CHECK RESERVATION TYPE:**

( ) Pavilion _____	Start Time: _____	End Time: _____
( ) Ball Field _____	Start Time: _____	End Time: _____
( ) Volleyball A * B * C	Start Time: _____	End Time: _____
( ) Pool _____	Start Time: _____	End Time: _____

DATE REQUESTED FOR EVENT : \_\_\_\_\_ NUMBER OF PEOPLE: \_\_\_\_\_ \*Maximum 50 people

NAME OF ORGANIZATION: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Email \_\_\_\_\_

**RENTAL COSTS TO BE COMPLETED BY LEISURE SERVICES PERSONNEL** CASH /CREDIT/ CHECK # \_\_\_\_\_

<u>Reservation Type</u>	<u>Quantity</u>	<u>Amount</u>
A. Pavilion Reservation-4 hours \$25.00 + tax or 8 hours \$50.00 + tax	_____	\$ _____
B. Ballfield Rental before 5pm \$16.00 + tax per hour	_____	\$ _____
C. Ballfield Rental after 5pm \$23.00 + tax per hour	_____	\$ _____
D. Volleyball Courts \$7.50 + tax per hour	_____	\$ _____
		TOTAL \$ _____
TAX ID # _____		TAX \$ _____
		TOTAL FEES DUE \$ _____

\*Personal checks will not be accepted within 30 days of reservation.

### CANCELLATION POLICY

**Refunds will not be considered within 10 business days prior to a reservation. In case of inclement weather or unforeseen circumstances, an alternate date will be offered first, a credit may be given, or a refund can be requested in writing. The Park Ranger on duty will determine if a refund can be requested due to inclement weather.**

I have read and I understand the cancellation policy. \_\_\_\_\_ Initials

TYPE/EXPLANATION OF ACTIVITY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IS OUTSIDE ENTERTAINMENT BEING BROUGHT INTO THE PARK? Yes \_\_\_ No \_\_\_

NAME/TYPE OF COMPANY ENTERING PARK: \_\_\_\_\_

**\*INFLATABLE ENTERTAINMENT (BOUNCE HOUSES, MOONWALKS, ETC) ARE NOT PERMITTED AT RECREATION CENTERS**

### HOLD HARMLESS

- 1) The program/activity will be terminated should it create or cause any violation of City of Altamonte Springs ordinances.
- 2) Litter resulting from the use of this facility is to be picked up and deposited in refuse containers before leaving the area or facility.
- 3) No alcoholic beverages or pets will be permitted on City property.
- 4) The applicant hereby agrees to indemnify and hold harmless the City of Altamonte Springs from any and all liability arising out of the applicant's use of the recreation facility.
- 5) The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

PHONE 407-571-8740 \* FAX # 407-571-8752