

**STEWART PARK LARGE PAVILION RESERVATION FORM**

Organization/College/Club: \_\_\_\_\_ Reservation Day & Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Municipality: \_\_\_\_\_  
(City/Town/Village)

Address: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
(Street Address) Departure Time: \_\_\_\_\_  
Group Size: \_\_\_\_\_  
(City) (State) (Zip Code) Email Address: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_ Reason for Reservation: \_\_\_\_\_

**Is your reservation for a fundraising or other event (open to the public), such as a chicken BBQ or similar activity?**  
 Yes  No *(If YES, you must rent the pavilion EXCLUSIVELY)*

**Is your reservation for individual/family use (i.e., birthday party, graduation party, family reunion, wedding, etc.)?**  
 Yes  No

**Additional Permits Needed?** *(Permits will be needed in order to erect tents/signs/use amplified music/alcohol)*  Yes  No  
(If YES, please contact the following departments for permit applications):

**Tent/Sign permits** (for tents larger than 20x20) Building Division (607) 274-6508. Application available on-line at:  
<http://www.cityofithaca.org/DocumentCenter/Home/View/77>

**Amplified Sound:** Mayor’s Office (607) 274-6501. Application available on-line at:  
<http://www.cityofithaca.org/528/Noise-Permit>

If you are hosting an event that is open to the public, utilizes the Cayuga Waterfront Trail and/or requires City services and/or requires three or more permits (assembly, street closure, tents, amplified sound, providing or selling food/alcohol) you may require a Special Event Permit. Please contact the City Clerk’s Office at (607) 274-6570 or review the application information at: <http://www.cityofithaca.org/522/Special-Events>

**Alcohol:** Will alcohol be served and/or provided at your event?  Yes  No  
The sale of alcohol requires an additional permit. Please contact the Clerk’s Office at 607-274-6570.

**PLEASE NOTE: UNLESS RENTING FOR EXCLUSIVE USE, YOU MAY BE SHARING THE PAVILION**

**We encourage the use of pavilions by more than one group whenever possible and practicable.**

**Please check the group size and circle the fee below:**

	<b><u>Individuals/Families of the City of Ithaca:</u></b>	<b><u>Organizations/Clubs/Colleges &amp; Non-City Residents:</u></b>
<input type="checkbox"/> Up to 24 people	\$ 45.00	\$ 55.00
<input type="checkbox"/> 25 - 74 people	\$ 90.00	\$115.00
<input type="checkbox"/> 75 - 99 people	\$130.00	\$170.00
<input type="checkbox"/> 100 - 149 people	\$165.00	\$215.00
<input type="checkbox"/> 150 + people or <b>(Exclusive Use):</b>	\$200.00	\$260.00

**Refunds:** There is a \$15 processing fee deducted from any pavilion refund. Refunds may be made under the following circumstances:

- When the cancellation is received in writing less than 60 days after reservation is received, and at least 45 days prior to the date of the reservation or when an error has been made by an employee of the City of Ithaca as to the pavilion or space to be reserved.

