

STEWART PARK SMALL 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:

	<u>Individuals/Families of the City of Ithaca:</u>	<u>Organizations/Clubs/Colleges & Non-City Residents:</u>
<input type="checkbox"/> Up to 24 people	\$ 40.00	\$ 52.00
<input type="checkbox"/> 25 - 74 people	\$ 80.00	\$104.00
<input type="checkbox"/> 75+ or (Exclusive Use):	\$130.00	\$170.00

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.

