



|                    |                     |           |          |
|--------------------|---------------------|-----------|----------|
| Date/Time Received | Date/Time Processed | Receipt # | Initials |
|--------------------|---------------------|-----------|----------|

# Walk-In/Mail-In Shelter Reservation Form

THERE ARE 8 SHELTERS TO CHOOSE FROM:

|   |  |  |
|---|--|--|
| <p><b>ASA BALES PARK:</b></p> <ul style="list-style-type: none"> <li>Shelter #1 – Charcoal Grill, Capacity: 48</li> <li>Shelter #2 – Capacity: 48</li> <li>Shelter #3 – Capacity: 16</li> </ul> | <p><b>QUAKER PARK:</b></p> <ul style="list-style-type: none"> <li>Shelter #1 - Charcoal Grill, Capacity: 48</li> <li>Shelter #2 - Electricity, Capacity: 48</li> <li>Shelter #3 - Electricity, Capacity: 48</li> <li>Shelter #4 - Electricity, Capacity: 48</li> </ul> | <p><b>SIMON MOON PARK:</b></p> <ul style="list-style-type: none"> <li>Shelter #1 - Capacity: 48</li> </ul> |
|---|--|--|

Please provide ALL information requested and include \$45 shelter rental fee with the reservation form.

NAME \_\_\_\_\_  
(FIRST) (LAST)

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
MM/DD/YYYY

**SHELTER REQUESTED:**

- |                                       |  |                                    |                                    |
|---------------------------------------|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> Asa Bales #1 | <input type="checkbox"/> Asa Bales #3  | <input type="checkbox"/> Quaker #1 | <input type="checkbox"/> Quaker #3 |
| <input type="checkbox"/> Asa Bales #2 | <input type="checkbox"/> Simon Moon #1 | <input type="checkbox"/> Quaker #2 | <input type="checkbox"/> Quaker #4 |

DATE REQUESTED \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_  
MM/DD/YYYY (Must be 4-hr block or less)

EVENT NAME \_\_\_\_\_ EVENT TYPE: \_\_\_\_\_  
(Ex: Smith Birthday, Please note this name will appear on shelter calendar posted at the park) (Ex: Birthday Party, Reunion, Picnic, etc.)

**Please Note:**

The \$45 shelter rental fee must be paid in full with submission of this form. You will receive a receipt and copy of your rental permit once the reservation has been processed. Please note that a calendar indicating all shelter reservations will be posted at the park site. Make sure to bring a copy of your permit with you to the park.

- Double check your reservation form to ensure that you have filled it out completely and accurately, and make sure to sign the waiver on the back of this page.
- Reservations are on a first come, first served basis. Dates/times will not be held without payment.
- The Westfield Parks & Recreation Department is not responsible for lost or late mail.
- Please do not send cash. Make checks payable to Westfield Parks & Recreation.
- Any set up and clean up time should be included in your 4 hour reservation.
- If you need to change or cancel your shelter reservation, please contact the Parks & Recreation Offices at 317-804-3184. Changes or cancellations must be made at least 24 hours in advance. Please note that cancellation of a shelter rental will result in a full refund to your account with Westfield Parks & Recreation for future shelter rentals, program registration, or any other Parks & Recreation Fee. Please contact Westfield Parks & Recreation with any questions regarding this cancellation policy.



**Shelter Rental Waiver**

It is understood that no person, group, or organization has any vested right to the exclusive use of park property. The use of any park property is subject to availability and approval by the Parks & Recreation Department of the City of Westfield (the “Department”), subject to its policies, rules, and guidelines (the “Rules”).

All requests and paperwork related to a shelter rental must be received by the Department before the requested usage date. It is understood that Department-sponsored activities have priority over all other activities in using park facilities and any permit is subject to cancellation in the event of an emergency. If a facility rental permit is granted, the user(s) agrees to be solely responsible for any and all accidents or injuries sustained by any person attending or participating in the program or activity at the park, and to be responsible for replacement in case any damage or loss is incurred.

All users expressly agree to adhere to the Department’s rules and any applicable federal, state, and local laws, and any specific guidelines outlined in the facility reservation permit.

The undersigned hereby acknowledges that he/she has read the Terms and Conditions and Park Rules and, as representative of the group making this request, agrees to abide by such rules.

Signature of  
Renter : \_\_\_\_\_

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

Name of  
Renter : \_\_\_\_\_