



COLVILLE PARKS & RECREATION DEPT.
356 E. Dominion, Colville, WA 99114
(509) 684-3086 Parks / 684-6037 Recreation

“Effectively working in partnership with the community in the provision of the highest quality and most needed park and recreation services”

PAVILION USE FORM

Please read the rules on reverse and fill out this side of form.

EVENT (concert, play, etc.) _____ **DATE OF EVENT** _____

START TIME _____ **FINISH** _____ (include setup and tear-down time) **APPROXIMATE # IN GROUP** _____

SPONSORING GROUP (if applicable) _____

CONTACT PERSON _____ **PHONE (H)** _____ **(W)** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

<u>FEES:</u>	Monday – Thursday	\$50/day
	Friday – Sunday	\$100/day
	Refundable damage deposit	\$200

SPECIAL NEEDS (subject to approval of Park Superintendent) _____

- Usage requests must be approved by the Parks & Recreation Department. Payment will be due within one week of approval notice.
- Only vehicles with an Authorization Permit may drive into the Park to load and unload. No parking inside the Park is allowed.
- For events involving amplified sound, you will need to obtain a noise ordinance variance through the City Clerk’s Office, located at 170 S. Oak. This will involve publishing a public hearing notice in the Statesman-Examiner (the paper will bill you directly) and then taking your request before the City Council. This process will need to be initiated at least one month prior to your event.
- Pavilion has electricity and lights.
- This form is your proof of registration. Please bring it with you for your event.
- Prompt arrival and a sign showing your event and times will help guarantee your reservation. Remove any signs when you vacate.

I certify that I have read the Park Rules listed on the reverse side of this form and agree to abide by these rules and regulations and all city ordinances. I understand that proper conduct, supervision and clean up are expected of all guests. I understand that by signing, I will take full responsibility for group conduct.

Signature _____ Date _____

FOR OFFICE USE ONLY:

Park Superintendent/Recreation Coordinator approval _____

Date _____

Fee \$ _____ Deposit \$ _____ Receipt # _____ Date _____ P&R signature _____

Key # _____ Checked out _____ Returned _____ Deposit refunded _____