



**COLONIAL HEIGHTS RECREATION & PARKS DEPARTMENT  
PARK PAVILION POLICIES AND RENTAL CONTRACT  
RENTAL INFORMATION**

- Park Hours are from 7:00 am to 9:00 pm (April 1 – October 31) 7:00 am to 5:00 pm (November 1 – March 31). Picnic pavilion reservations begin the first working day of January (current year) for all Parks.
- Picnic Pavilions which may be reserved are two Large Pavilions at White Bank Park, one Pavilion at Berberich Park (Fort Clifton) and one Pavilion at Lakeview Park.
- Approximate Occupancy: White Bank Pavilion #1 – 200 to 300, White Bank Pavilion #2 – 200 to 300, Fort Clifton Pavilion – 60 and Lakeview Park Pavilion – 60.
- Grills and trash receptacles are provided.
- Park Restroom, Water and Electricity are available for use April 1 – October 31 only.
- Eight Picnic Shelters are available at White Bank Park on a first-come-first-serve basis.
- Other people may be utilizing the parks during reservation periods.
- **A Rental Agreement must be on file within TWO week after a reservation rental request is submitted, or the reservation may be cancelled without notification.**
- **The Rental Fee MUST BE PAID at the time of the reservation.**
- Refunds will only be permitted when reservations are cancelled within two weeks of the reservation date.

**FEES**

- City Residents, City Businesses and Non-Profit Organizations located Outside the City of Colonial Heights: \$15.00
- Non-Profit Organizations located Within the City of Colonial Heights: No Charge
- Non-Residents and Businesses located Outside the City of Colonial Heights: \$50.00

**RULES OF FACILITY USAGE**

- The person making the reservation must be at least 21 years of age, be present for the duration of their use, and is responsible for any damage to building, furniture, tables and fixtures.
- The person making the reservation is responsible for the set up and break down of materials, and disposing of all trash in the provided containers. All tables and trash cans must be returned to their original location.
- Flameproof decorations are allowed under the following conditions: No nails, tacks or staples shall be used in the pavilions.
- All fires must be maintained in grill receptacles.
- Amusement rides and games such as inflatables, pony rides, etc. are prohibited without advance approval from the Director of Recreation & Parks
- No money or admission shall be collected on the premises without approval from the Director of Recreation & Parks.
- The sale of food or drink shall not be permitted without approval from the Director of Recreation & Parks.
- All Renters wishing to have a DJ must have approval from the Director of Recreation & Parks. DJ's are not permitted unless approved in advance by Director of Recreation & Parks. **Bands are not permitted except for city sponsored activities.**
- All Renters using the parks and pavilions are responsible for any damages to the facility and its property.
- All materials and equipment brought into the parks, including food, beverages, and decorations must be removed immediately following the event. The City of Colonial Heights assumes no responsibility for any property not removed from the premises.
- The installation or use of electrical wiring or appliances on any of the circuits of the building will be permitted, if approved in advance by Director of Recreation & Parks
- All pets must be kept on a leash.
- No alcohol or illegal substances are permitted on the premises.

**Violation of any of the above rules may result in forfeiture of use of any Recreation & Parks Facility in the future**

**I certify that I am 21 years of age and that I will abide to the rules listed above. I understand that I must be present at the facility at all times being utilized. I do hereby agree to completely and unconditionally, indemnify, hold harmless, release and discharge the City of Colonial Heights, its employees and volunteers from all liabilities from injuries or property damage sustained as a result of utilization of the Pavilion.** **PLEASE RETURN THE WHITE COPY OF THIS FORM**

Facility Reserving \_\_\_\_\_ Facility Reservation Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Print Name \_\_\_\_\_  
 Complete Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell or Alternate Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_