

Town of Springerville, Arizona

Rooms or Park

Reservation/Rental

Phone No. (928) 333-2656 ext 221 Fax Number (928) 333-5598

Name of Renter: _____

Group Name: (if applicable): _____ Event Type: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Date of Reservation _____ Time of Reservation: _____

Park /Ramada /Room: _____

❖ **ARRANGEMENTS MUST BE MADE FOR ALL AFTER HOUR RENTALS**

501 C(3) Non-profit Only: Yes No

If yes, please attach copy of 501C(3) Articles of Incorporation.

FEES:

Refundable Cleaning Deposit: \$ 50.00 Ramada Rental Fee \$25.00 Room Fee \$100.00

Send this form along with your full payment to: Town of Springerville
418 E Main St.
Springerville, AZ 85938

Signature: I have read and received a copy of the Reservation Procedures, Restrictions, and the Liability Waiver. I agree to abide by its provisions. As a condition of use I acknowledge and agree to indemnify and hold The Town of Springerville, its officers, agents, and employees harmless from any and all costs, fees, and claims of liability, loss, or damage, which may arise out of the use, and/or occupancy of The Town of Springerville's property and premises by the myself, my agents, guests, or invitees.

Name of Renter (print): _____

Name of Renter (sign): _____ Date: _____

Town Hall Finance Use Only:

Fees Paid: _____ Deposit Paid _____ Date Paid: _____

Payment Type:

Check

Cash

Card No

Meeting Room account **01-000-4033** Park Account **01-000-4033** Cleaning Deposit Account **01-000-2027**

RESERVATION PROCEDURES

- Facilities are available on a first come first served basis.
- Rental agreements are intended for use of the pavilions / ramadas / meeting rooms for individual or family events/celebrations. Exclusive use during these events does not extend to other parts of the park or recreational areas and Town services are not provided
- No permit shall be issued until a complete application has been filed with the Town along with the required fee.
- It is recommended that you survey the park / meeting rooms to ensure it has adequate facilities to meet your needs before making your reservation.
- The requested rental time must include set up and clean up time.
- Rental Fees will not be refunded if damages are discovered after event.
- Rental deposits can take up to 10 business days after event to be processed.
- The Town may deny a rental agreement based on the renters past use of facilities.

RESTRICTIONS / PROHIBITED ACTIVIES

- Damage to, or removal of Town property or equipment from the facility is prohibited. Violators of this provision may be prosecuted.
- Alcoholic beverages are prohibited on Town property unless a proper liquor permit has been issued.
- Trash not placed in proper receptacles.
- The event, and all necessary clean up, must conclude at the designated time.
- Misrepresentation by the renter to the intent, type or nature of activity to be held at the facility.
- Fireworks.
- Fires outside of the designated grills.
- Camping.
- Destruction of vegetation.
- Excessive noise.
- Unleashed Pets.
- Driving on non-designated roads.
- Following all guidelines within Springerville, Arizona, Municipal Ordinance 65 (1982)

Violation of these restrictions may result in the denial of future renting of Town facilities, and possible prosecution under certain circumstances.

LIABILITY INSURANCE and WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY OF RISK AND INDEMNITY AGREEMENT.

The renter agrees to conduct all activities lawfully while upon the premises. The renter expressly agrees to indemnify and hold harmless, at all times, the Town from liability for damage to or caused by its members, employees, agents representatives, guests, volunteers, vendors, etc., arising out of or connected with the use or occupancy of the designated premises or any part thereof. For groups larger than one hundred (100), or for any event in which amusement equipment is used, renter shall provide proof of said indemnity in the form of a valid and existing policy of insurance, Such policy will be in accordance with the Arizona Tort Claims Act and the renter shall have the Town of Springerville named as an additionally insured entity on the policy for the duration of the Event.