

City of DeBary
Parks and Recreation Department
16 Columba Road • DeBary, Florida 32713
Phone: (386) 668-2040 x 319

Town Hall (386) 668 - 9115

TOWN HALL RESERVATION APPLICATION

PLEASE PRINT

Name of Applicant: _____ Organization: _____

Phone number (H) _____ (C) _____ (W) _____

Address: _____ City/State: _____ Zip: _____

DATE OF RESERVATION: _____

Start Time (including set-up of event by applicant): _____

End Time (including break-down of event by applicant): _____

NUMBER OF PEOPLE EXPECTED: _____ **PURPOSE:** _____

*There is a \$30.00 service charge on all returned checks.

**Rentals cancelled less than 30 days prior to the reservation date will require forfeiture of the entire security deposit or \$100, whichever is less.

We have been given a copy of the Facility rental policy and agree to abide by the regulations of the City of DeBary Parks and Recreation Department and we agree to hold the City of DeBary, employees, and DeBary City Council harmless from any loss, cost, or damage that may be suffered during the use of the City of DeBary facilities.

APPLICANT'S SIGNATURE

DATE

FOR OFFICE USE:

INSURANCE REQUIRMENTS: Met _____ Not Required _____ TAX ID # _____
(Attach copy of proof of insurance paperwork to this application)

FEE PAID: Cash _____ Check _____

SECURITY DEPOSIT: Cash _____ Check _____ REFUNDED _____

*If a deposit return is due, you will have 30 days from the date of your reservation to retrieve your check or it will be shredded. If you pay in cash, you will be notified and a check request will be sent to the address provided and it may take 2-4 weeks to receive.

Prepared By _____ Title _____ Date _____

Fee Waiver Approved / Denied By _____ Title _____ Date _____
(please circle) (Attach copy of waiver request paperwork to this application)

The above individual/organization has exclusive rights to the use of the above facility during the date and times listed.