



Family Recreation Park

21036 National Pike • Boonsboro, MD 21713
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www.famrecpark.com

Revised for 2008

Pavilion Reservation Form

Group Name _____ Phone# _____ ext. _____

Address _____ City _____ St. _____ Zip _____

Contact Person _____ Cell _____ Email _____ Fax _____

Date of Reservation _____ Reservation Time From _____ To _____

April - Saturday –11:00 a.m.-4:00 p.m. **or** 5:00 p.m.-10:00 p.m.; Sunday –1:00 p.m.-5:00 p.m. **or** 5:30 p.m.-9:30 p.m.

May - August - Wednesday – Saturday –11:00 a.m.-4:00 p.m. **or** 5:00 p.m.-10:00 p.m.; Sunday 1:00 p.m.-5:00 p.m. **or** 5:30 p.m.-9:30 p.m.

September - Saturday –11:00 a.m.-4:00 p.m. **or** 5:00 p.m.- 10:00 p.m.; Sunday 1:00 p.m.-5:00 p.m. **or** 5:30 p.m.-9:30 p.m.

October - Saturday & Sunday – 1:00 p.m.-5:00 p.m.

Name of Caterer _____ Setup Time (up to 30 min. before rental) _____

Address: _____ City _____ St. _____ Zip _____

Contact Person _____ Cell _____ Email _____ Fax _____

A consent waiver for any go-kart admission must be signed by parent or guardian for each person participating in that activity.

Note: In order to schedule your pavilion reservation, your pavilion form and designated fee must be postmarked no later than two weeks prior to the event date. **We accept Cash, Credit Card or Company Checks.**

Estimated # of people to attend _____ Confirmed # of people attended _____ Confirmed By _____

\$50 Fee 1-150 people– Please be prepared to share the pavilion. **All** guests must sign-in with pavilion hostess.

\$100 Fee 151 or more people– Pavilion is exclusively for your use. **All** guests must sign-in with pavilion hostess.

1. Cancellation or rescheduling of a rental for any reason after confirmation, or failure to arrive, will result in a **\$50** charge. In cases of inclement weather, Family Recreation Park may be forced to close portions of the park. Please call to confirm park operations if weather is threatening. However, rental will go on as scheduled.
2. **No alcoholic beverages or drugs are to be consumed or brought onto Family Recreation Park's property.**
3. Caterers are responsible for cleaning their surrounding areas including tables and ground to ensure that it is free of grease, charcoal, food debris, etc. **All picnic tables must be covered before use** (FRP will provide covering at an additional cost, payable on day of event).
4. If using a caterer, confirmation of pavilion rental is contingent upon FRP's receipt of caterer certificate of liability insurance & caterer contract
5. **You may begin set-up 30 minutes prior to the start of your reservation. If you need additional set-up time please inquire.**
6. Family Recreation Park management reserves the right to ask any person to leave the property who has not followed the rules of our facility and/or this agreement.

I/We the undersigned, have read and understood the terms and policies of this agreement.

Signed By _____

Family Recreation Park

Print Name _____

Signed By _____

Group _____

Date Confirmed _____

Receipt of a confirmation card confirms your reservation date and time.

For Office Use Only Date Form Received _____ Deposit Received \$ _____ Cash/Credit/Ck# _____ C.C. Mailed _____

Caterer Contract Received _____ Caterer Certificate of Liability Insurance _____

Pavilion Reservation Terms of Agreement

Our pavilion is right in the middle of it all! With a seating capacity of 500 people, it has the distinction of being one of the largest in the area. The pavilion has a covered ceiling, electrical outlets, and can be lighted for night rentals. A privacy fence separates the pavilion area from the rest of the park.

Pavilion Discounts and Extras

When reserving our pavilion, all of these items and activities are included at no extra cost. They are:

- A Host/Hostess to handle sign-in. They will also be your Family Recreation contact while at the park.
- Use of a private sandbox, playground, horseshoe pits, and volleyball court.
- A variety of athletic equipment including volleyballs, Frisbees, kick balls, horseshoes, and more.
- A BINGO set (upon request)
- Charcoal grills (supplies not included)

Rental Information

Rental time is firm and includes the surrounding area of the pavilion. In cases where the pavilion is shared, latticework will be installed lengthwise to provide added privacy for each group. All rentals are confirmed on a first-come, first-served basis and dates do fill up quickly. Once a rental is confirmed you are then obligated to keep that commitment. If you have to cancel a rental for any reason, or do not arrive as scheduled, an additional **\$50 fee** will be assessed. This fee will also apply to those wishing to switch dates.

Rules and Terms of Agreement

The following is a list of our requirements. Please consider them carefully before scheduling and share them with your group.

- Our management reserves the right to ask any person to leave the property (thereby voiding their gift certificate) that has not followed our rules without refund.
- In cases of inclement weather the facility may have to close portions of the park for safety reasons. However, the Game Room and Snack Bar will remain open.
- No alcoholic beverages are to be brought into the park or consumed while at the park.
- Children under the age of twelve must be accompanied by an adult.
- It will be the responsibility of the group or group's caterer to clean the caterer's surrounding area. The tables and the ground should be free of grease, charcoal, food debris and other trash articles before leaving. Family Recreation Park reserves the right to charge a clean-up fee if an excessive amount of trash is left behind.
- **Parking is only permitted in designated spaces. Parking in front of the pavilion is not allowed. Please inform caterers if applicable.**
- Do not move picnic tables.
- Music and Sound Systems may be used at a moderate volume.
- All animals except seeing eye dogs are prohibited.

Host/Hostess Responsibilities

Your Family Recreation Park Host/Hostess will be your personal helper. They will be responsible for cleaning the pavilion prior to your arrival, unlocking the athletic equipment, and making sure that the trash is emptied when needed. Also, throughout your rental, your Host/Hostess will make periodic checks on your progress. They will arrive at the pavilion 15 minutes prior to the start of your reservation. With the rental fee, the Host/Hostess will sign-in each guest as they arrive. **Your sign-in time will last for 30 minutes.** If guests should arrive after this time, they should go directly to the Clubhouse to sign-in.

Purchasing Additional Passes, Gift Certificates, or Unlimited Use

Family Recreation Park will be more than happy to make any additional arrangements for your guests. If you wish to purchase bulk passes or gift certificates - special pricing available. However, to receive the discount arrangements must be made one week before your rental. Payment will be expected on the day of the rental.

I/We the undersigned, have read and understood the terms and policies and terms of this agreement.

Signed By _____

Date _____

Group _____