

PAVILION RESERVATION INFORMATION



CARD Activity Center, 10 Gateway Dr., Collinsville, IL 62234

618-346-PLAY (7529)

618-346-7530 (FAX)

The Collinsville Area Recreation District offers pavilions for the use of the general public. Pavilions may be reserved in advance. Reservations must be made in person from 8:30 a.m. to 5 p.m., Monday-Friday or 9 a.m. to noon on Saturdays, at the CARD Administrative Office, 10 Gateway Drive, Collinsville, IL 62234. Staff is permitted to check the availability of any date or pavilion by phone.

Reservations are accepted on a first-come, first-serve basis beginning the first business day of that calendar year. Reservations must be made no less than one week in advance of the date desired. Normally, each pavilion will be provided with a number of picnic tables, however, the Park District reserves the right to move tables and cannot guarantee that the listed number of picnic tables will always be available.

Following approval of a reservation, CARD will mail the Pavilion Reservation Permit. Bring this permit with you on the day of the pavilion rental.

PAVILIONS and CAPACITIES

<u>Location</u>	<u>No. of tables and sizes</u>		<u>Seating (estimated)</u>
Woodland Park:			
<u>Jaycee</u>	14	8 ft	112
<u>Optimist</u>	10	6 ft	60
<u>Rotary</u>	6	6 ft	36
<u>Lions</u>	6	6 ft	36
<u>Lakeview</u>	6	6ft	36
Glidden Park:			
<u>Jr. Service</u>	12	8 ft	96
Pleasant Ridge Park:			
<u>Pavilion</u>	12	8ft	96

Pavilion reservation fees must be paid at the time the reservation is made. A full refund will be made if a reservation is canceled prior to the mailing of the confirmation. In the event of a weather-related cancellation, the reservation may be rescheduled to any other date that is available at no additional charge. If no other date is available, or acceptable, a refund of fifty percent (50%) of the Pavilion Reservation Fee will be made. All refunds will be by check mailed to the person named on the reservation form.

RESERVATION FEES

Based on pavilion size. Fee: the rate for anyone. Benefit ID: reduced rate for those with a Benefit ID card.

Jaycee, Jr. Service, Pleasant Ridge	Fee: \$75	Benefit ID: \$50
Optimist, Rotary, Lions, Lakeview	Fee: \$50	Benefit ID: \$30
Horseradish Festival Stage at Woodland Park	Fee: \$50	Benefit ID: \$30
Amphitheatre at Woodland Park	Fee: \$100	Benefit ID: \$50
Gazebo at Schnuck Memorial Park	Fee: \$50	Benefit ID: \$30

Additional Information

Permit applications will be accepted beginning the first business day of the year. The Collinsville Area Recreation District reserves the right to deny any Permit Application if such application is not consistent with the location or equipment available, the granting of a Permit would cause damage to persons or property within the parks, or such use is not consistent with the park area being requested.

A few rules: **Liquor is not permitted in any park or pavilion without a permit.** Liquor permits are available at CARD for \$15.00. Solicitation or sale of items is prohibited without specific authorization from the Park District. Parking is permitted only in parking lots or other designated areas. Please do not park on the grass.

Each group or organization is responsible for the condition of the area being used. Permit holders will be held financially responsible for damage or abuse to buildings, tables or other equipment that appears to be beyond normal wear. Please report any damage, vandalism, or dangerous conditions to CARD by calling 618-346-7529.

PAVILION RESERVATION PERMIT



CARD Activity Center, 10 Gateway Dr., Collinsville, IL 62234

618-346-PLAY (7529)

618-346-7530 (FAX)

ORGANIZATION: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

House Number City State Zip Code

DAYTIME PHONE: _____ EVENING PHONE: _____

TYPE OF ACTIVITY: _____

PARK: _____ PAVILION: _____

DATE(S): _____

TIME FACILITY IS DESIRED: _____ TO _____

*ESTIMATED NUMBER ATTENDING: _____ ADULTS: _____ CHILDREN: _____

The undersigned, as applicant or as applicant's duly authorized agent in this regard, represents that he/she/they are the same party named on the face of this Permit Application and agrees to the following:

The undersigned has read the foregoing application and has completed the same to the best of his or her information and belief, and has full and complete authority to so do and to execute the same in his or her represented capacity;

Applicant's willful misrepresentation of any fact contained in the application shall constitute grounds for the Park District to without prior notice or inquiry of any kind, cancel, revoke, or rescind any permit that may have been approved and granted to applicant hereunder;

Applicant's failure to at all times observe and fully comply with all known rules and regulations of the Park District shall likewise constitute grounds for the Park District to, without any prior notice or inquiry of any kind, immediately cancel, revoke or rescind any permit that may have been approved and granted to applicant hereunder;

In consideration of the foregoing and the grants of permits hereunder, and as a part of the application aforesaid, applicant agrees to indemnify and hold and save Collinsville Area Recreation District harmless from and against all actions, causes of actions, claims, demands, liabilities, loss, damage, or expense of whatever kind of nature (including, but not by way of limitation, reasonable attorney fees incurred) which said Park District shall or may at any time sustain or incur by reason of injury or death of others or damage to property of others arising out of or resulting from the use or occupancy by applicant or its permittees of any property of said Park District pursuant to any permit granted hereunder.

Card Staff Signature

Date Signature of Applicant

Date

Please report any acts of vandalism or dangerous situations you observe during your usage of the facility or equipment to the Collinsville Area Recreation District by calling 618-346-7529.

*Events with expected attendance of more than 100 people may be required to provide PROOF OF INSURANCE.

The Collinsville Area Recreation District retains this original Permit Application in its files. *The applicant must hold a copy of the permit at all times during the time of use of the park facility and to produce same when requested by Park District Employees or Police.*