

# Nottingham West Civic Club Park Pavilion Reservation Form

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Please complete this form and email it to [nwcc@earthlink.net](mailto:nwcc@earthlink.net) at least fourteen (14) days prior to your requested event date.

NWCC Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Requested Date: \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Time guests will arrive: \_\_\_\_\_ Time guests will depart: \_\_\_\_\_

Purpose of party \_\_\_\_\_

## PRIVATE PARTY RULES

- I. The NWCC Park may be reserved for private parties by a NWCC member in good standing during daylight hours.
- II. NWCC member shall submit a reservation request to NWCC Officers at least fourteen (14) calendar days in advance of the desired date and time.
- III. The reservation will be from one hour prior to guest arrival through one hour after guests depart.
- IV. A private park party is defined as the following: Any single group of ten (10) or more persons within the park area during regular hours.
- V. Reservation is strictly limited to the pavilion area and includes four (4) picnic tables and two (2) grills.
- VI. No members may be excluded from park area or removed during a private party.
- VII. All decorations are limited to the pavilion and must be removed as soon as the party has ended.
- VIII. An inflatable play structure (bouncy house) is allowed; NWCC member assumes all responsibility and liability.
- IX. Patron is expected to clean up area and grills immediately after use. All trash must be bagged and placed next to the park garbage can.
- X. All posted park rules must be followed.

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- XI. Alcohol is prohibited.
  - XII. Live music is prohibited.
  - XIII. The NWCC member must post reserved signs in the pavilion area at least 3 hours prior to start time, but preferably the day before. Sign must include the date, start time and end time, NWCC member name.

By signing below I have read and fully understand the private party rules and agree to them all. I certify that I am an owner of property in Nottingham West and a member in good standing with NWCC.

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Signature of NWCC

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Date

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Printed name of NWCC member