



Picnic Shelter/Gazebo Reservation Request Form

1111 Stonequarry Rd
Dayton, OH 45414
(937) 415-2353

smcconnaughey@vandaliaohio.org

Office Use Only

Date: _____

Time: _____

Initial: _____

Name of Group _____ Today's Date _____

Name of User _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Date Requested _____ Time of Event _____

Purpose of Shelter Rental _____

(Please list here any special requests or additional equipment set up requests.)

PICNIC SHELTER/GAZEBO RENTAL REQUESTED: Please check one.

- ☐ Helke Park – Shelter 1: Seats 80 people, 2 charcoal grills, electric, and bathroom facilities. Shelter 1 is south of the restroom building.
- ☐ Helke Park – Shelter 2: Seats 60 people, 1 charcoal grill, electric and bathroom facilities.
- ☐ Seeger Park Gazebo: Has electricity but no bathroom facilities.

CANCELLATION: Please call (937) 415-2353 Monday-Friday between 8:00 am – 1:00 pm.

BEFORE SIGNING AND SUBMITTING THE REQUEST FORM:

Please read the following “Terms & Conditions.”

I hereby acknowledge that I have read and fully understand the Terms and Conditions and have received a copy of the park rules. I understand that this Agreement is public record and is subject to disclosure pursuant to a public records request.

Authorized User Signature

Date



Shelter/Gazebo Reservation Terms & Conditions

USER must be a City of Vandalia Resident and at least eighteen (18) years of age or older. A Resident is defined as any individual or business located within the corporate boundaries of the City of Vandalia.

PROOF OF CITY RESIDENCY – A Resident could be required to provide proof of residency - a valid Ohio Drive License or a water/utility or tax bill.

REQUESTS FOR PARK RESERVATIONS are accepted on a first come, first served basis beginning the first business day following January 1 of the given year.

SHELTER AVAILABILITY can be checked by calling 937-415-2353.

PICNIC SHELTER/GAZEBO RESERVATION REQUEST FORM must be completed and submitted once you have confirmed availability. Applications are available in the lobby of the Vandalia Recreation Center or by visiting our website: vandaliaohio.org/197/Parks. **Reservations are not accepted by telephone.** Forms can be returned by email to smcconnaughey@vandaliaohio.org or dropped off at the Front Desk of the Vandalia Recreation Center.

FEE - There is no charge for reserving a shelter or gazebo.

DATES - Shelters/Gazebo reservations run from April 1 – October 31.

TIME - Shelters/Gazebos can be reserved between dawn and dusk.

RESERVATIONS – One reservation per Shelter, per day is accepted.

CONDUCT - User shall be held legally and financially responsible for the conduct of all group members and shall remain on site during the shelter rental. User agrees to use the shelter in a safe and careful manner and shall comply with all federal, state, and local laws and any rules and regulations set forth by the City of Vandalia. Park Rules can be viewed at www.vandaliaohio.org.

INHERENT RISKS – User and User's participants shall assume all inherent risks.

GLASS BEVERAGE CONTAINERS and ALCOHOLIC BEVERAGES - are STRICTLY PROHIBITED.

PERMIT HOLDERS must have permit on hand while using facility.

PARKING is restricted to the parking lot or street only.

VEHICLES – Driving vehicles on the sidewalks or lawn is strictly prohibited.

GRILLS – User may use the permanent grill located at the picnic shelter or utilize personal grills, provided the grill is not used under a picnic shelter. Grills must be attended at all times. Please ensure all coals have cooled and are left in grill before leaving the park. Coals in personal grills must be taken with you after your event.

AMPLIFIED MUSIC – (Live bands, DJ’S) requests must be submitted in writing or email to the Parks and Recreation Department at least 30 days in advance. Applicants and their guests must follow all City ordinances (Peace Disturbance Ordinance 648.04 A2) where the event occurs.

TENTS/EQUIPMENT – Please contact the Parks and Recreation Department before any staked tents can be erected. Any other equipment requests must be submitted in writing. A copy of the USER’s Certificate of Liability Insurance, specifying the “City of Vandalia” in the permit is required to be submitted in advance.

LIGHTED CANDLES, GLITTER, RICE, CONFETTI are strictly prohibited.

WATER – The restroom building has a drinking fountain. The City of Vandalia does not provide an additional water supply.

ARRIVAL/DEPARTURE must adhere to the times on the Reservation Request Form.

CONDITION OF SHELTER – The park and associated facilities must be maintained and restored to the same conditions as when entered. All supplies, equipment, tape, and decorations are to be removed by the end of the event. Conditions of the gazebo/shelters are checked daily by Parks and Recreation personnel.

VANDALIA POLICE DEPARTMENT - Non-Emergency number is (937) 898-5868.

DISCLAIMER – The City, elected and appointed officials, all employees and volunteers, all boards’ commissions and/or authorities and board members, including employees and volunteers thereof shall be free of any liability for damages to persons or property resulting from the issuance of this permit.

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION