

# Norway Park Pavilion Reservation Policies

Volunteers have put much effort forth to the renovation of our park pavilion. We hope your outing and use of the facilities is enjoyable. Please contact City Hall with any questions or comments. (227-7351)

## Reservation policies:

Reservations are made at City Hall between the hours of 8:00 AM - 4:00 PM Monday – Friday. All reservations must be confirmed and paid for no less than 10 days prior to the date or the reservation will be cancelled. Keys may be picked up and returned to City Hall. There is a drop box for your convenience. The reservation fee is \$100, \$50 of which is refundable upon inspection of premises after your event. Refunds will be sent directly to you. Please make checks payable to City of Norway. Fees may be mailed to PO Box 70, Norway, 52318. A camping option with rental of facility is available when prearranged with council at time of reservation and will be based on next day rental scheduling. Camping is NOT an extension of the event.

- The fee must be paid at the time the reservation is made.
- Please keep a copy of agreement in your possession during rental period.
- **Please remove all trash bags from the property when finished.**
- The pavilion must be left clean when finished. A broom, mop/bucket, and toilet brush are provided for your convenience. You will need to furnish your own hand towels and cleaning supplies. All cleaning equipment must remain in the facility when finished.
- If we must clean pavilion, you will not receive the refundable portion of your reservation fee.
- Please remember to lock the pavilion.
- All open fires must be properly extinguished before leaving the park.
- Park Hours are Dawn to 10 PM – Pavilion must be cleaned and vacated by 12 AM
- The City of Norway assumes no liability for actions taken by individuals renting the pavilion or attending private functions at the pavilion/park.
- Keys must be returned to City Hall.
- Prior authorization is required if alcohol will be consumed on the premises.

## Park Shelter House

I have read the Norway Building Rental Policy above and agree to the terms stated therein. I agree to be responsible for any damage done to the building while it is being used by me or my party, and to the fullest extent of the law, I agree to defend, pay in behalf of and hold harmless the City of Norway, against any and all claims, demands suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Norway, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement.

Name \_\_\_\_\_ Date Requested: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

PD. \$ \_\_\_\_\_ Date PD. \_\_\_\_\_ Received by: \_\_\_\_\_