



CITY OF INVERNESS
DEPARTMENT OF PARKS AND RECREATION
RESERVATION FORM

OFFICE USE ONLY DATE RECEIVED:

Instructions: Completed forms should be mailed to the City of Inverness, Attn: Parks & Recreation Dept. 212 West Main Street Inverness, Florida 34450; or emailed to parks@inverness.gov. Parks and Recreation staff will contact you to discuss the activity. Customer Service Hours are Monday to Friday from 8 am to 5 pm. Once the request is approved, applicable fees are to be paid, and a permit will be issued for the activity. Questions should be directed to the Parks and Recreation Department at 352-726-3913. Payment must be made within 15 days of submitting this form to secure the reservation. Cash or check only.

CONTACT INFORMATION			
NAME		ORGANIZATION	
MAILING ADDRESS: STREET ADDRESS IF MAILING ADDRESS IS P.O. BOX:			DATE OF BIRTH:
CITY	STATE	ZIP	
DAYTIME PHONE NUMBER	EVENING/CELL PHONE NUMBER	EMAIL ADDRESS	
EVENT INFORMATION			
DATE REQUESTED	TIME REQUESTED	HOW MANY GUESTS??	NUMBER SUPERVISORS
EVENT TITLE:			
PURPOSE (BIRTHDAY-FUN DAY-PICNIC -RETIREMENT-BABY SHOWER)			
ARE YOU A CITY OF INVERNESS <input type="checkbox"/> RESIDENT OR <input type="checkbox"/> NON-RESIDENT (IF YOU PAY A WATER BILL OR PAY REAL ESTATE TAXES TO THE CITY AND LIVE IN THE HOME- YOU ARE A RESIDENT)			
FACILITY INFORMATION (SELECT ONLY ONE) SEE WEBSITE FOR RESERVATION FEES : WWW.INVERNESS-FL.GOV			
<input type="checkbox"/> LIBERTY PARK (WATER)	<input type="checkbox"/> DEPOT PAVILION	<input type="checkbox"/> CITY FOUNTAIN AREA	
<input type="checkbox"/> WHISPERING PINES PARK: PICNIC PAVILION	<input type="checkbox"/> VOLLEY BALL COURT #1	<input type="checkbox"/> YOUTH CAMP AREA @ WHISPERING PINES	
<input type="checkbox"/> GREEN SHADE STRUCTURE	<input type="checkbox"/> WALLACE BROOKS PARK	<input type="checkbox"/> RECREATION BUILDING-3 HOURS	
<input type="checkbox"/> YELLOW SHADE STRUCTURE		<input type="checkbox"/> CITY GARDEN EVENT	
<input type="checkbox"/> WHISPERING PINES PARK POOL			
DO YOU PLAN TO BRING SPECIAL EQUIPMENT? (GRILL, MUSIC, ETC.) <input type="checkbox"/> YES <input type="checkbox"/> NO			
<i>IF YES, PROVIDE A COMPLETE LIST HERE:</i>			
WOULD YOU LIKE TO USE RECREATIONAL EQUIPMENT (PICNIC AREA ONLY) <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, PLEASE IDENTIFY. <input type="checkbox"/> HORSESHOES (WPP) <input type="checkbox"/> VOLLEYBALL (LIBERTY PARK)			

REFUND POLICY—RENTAL RESERVATION CANCELLED 30+ DAYS PRIOR TO EVENT: FULL REFUND AMOUNT MINUS \$20 ADMINISTRATION FEE. CANCELLATION 29 – 10 DAYS PRIOR TO EVENT: HALF REFUND AMOUNT MINUS \$20 ADMINISTRATION FEE. CANCELLATION 10 DAYS OR LESS PRIOR TO EVENT WILL INVALIDATE A REFUND.

SIGNATURE

DATE