Town of Orange Park- Park Reservation Form  
(PLEASE PRINT)

TODAY’S DATE: ________________

AREA REQUESTED:
____ Town Hall Park (special events only)  
____ TC Miller Pavilion 9am-1pm  1pm-5pm  5pm-9pm
____ TC Miller Community Center

Clarke Park Pavilions:
___ Pecan Grove Pav: 9am-1pm  1pm-5pm  5pm-9pm
___ Beach Bay Pav: 9am-1pm  1pm-5pm  5pm-9pm
___ Bamboo Lake Pav: 9am-1pm  1pm-5pm  5pm-9pm

Please check one:
___ Town of Orange Park Resident
___ Non-Town Resident
___ Non-Profit Group (special events)
___ For Profit Group (special events)

1. DATE(S) REQUESTED: ____________________________ DAY(S) OF WEEK: ________________

2. EVENT TIME: FROM ______ TO _______  EVENT NUMBER OF PEOPLE EXPECTED: ________

3. PARK TO BE USED FOR: ____________________________

4. REQUESTING ORGANIZATION (events only): ____________________________

5. NAME: ____________________________ TITLE: ____________________________

6. ADDRESS: ____________________________ STATE: ____________ ZIP: ____________

7. CITY: ____________________________ STATE: ____________ ZIP: ____________

8. CONTACT PHONE: ____________________________ PUBLIC PHONE (events only): ________________

9. FAX: ____________________________ E-MAIL ADDRESS: ____________________________

10. SPECIAL ARRANGEMENTS REQUESTED (description of activity, tents, food, time of setup, water, electricity etc):
________________________________________

For disputes regarding reservations on day of party, please contact OP Police non-emergency number (904) 264-5555 and Lois at (904) 477-1602. Keep this receipt!

SIGNATURE ______________________________________________________________________

PRINT NAME ______________________________________________________________________

Please make checks payable to Town of Orange Park. Mailing Address: 2042 Park Ave, Orange Park, FL 32073. If paying by check, please have your driver’s license or ID available.

FEES: Pavilions (Resident: $26.75 or Non-Resident: $53.50 per 4 hours)  Town Hall Park & TC Miller: see price list

OFFICE USE ONLY—PLEASE DO NOT WRITE BELOW THIS LINE

FACILITY AVAILABILITY CHECKED AND LOGGED: DATE __________  STAFF INITIALS ________________

REQUEST APPROVED  REQUEST DENIED  REASON FOR DENIAL ________________

RESTRICTION(S) ______________________________________________________________________

FEE AMOUNT $_________ AMOUNT PAID $_________ CASH___ CHECK NO_________ CREDIT CARD___

10.3.14  
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RENTAL AGREEMENT

CANCELLATION: No cancellations or refunds are allowed.

RESPONSIBILITY: The organization or individual, in signing this agreement, assumes full responsibility:

- For any damages to the facility and/or equipment.
- To absolve the Town of Orange Park of all liability claims or damages incurred by any participant or spectator of the activity.
- To ensure that the following rules and regulations are followed or privileges to utilize the facility in the future may be revoked:
  1. No smoking in facilities.
  2. No alcoholic beverages or drugs are allowed.
  3. Control and safety will be maintained.
  4. No weapons.
  5. Activity may not disrupt the use of the park by other patrons.
  6. Area must be cleaned and everything replaced in original position.
  7. Facility must be vacated at the end of the rental time.
  8. No PRESSURE COOKERS OR GAS GRILLS may be brought on site without written approval in advance. Grills are provided for you at Clarke Park and TC Miller.
  9. No bands, disc jockeys, and/or public address systems may be used without written approval. Will only be considered at Town Hall Park for special events.
  10. No bounce houses or trains may be used without written approval. Will only be considered at Town Hall Park for special events.
  11. All special arrangement requests must be written on the reservation request form at the time the request is submitted. Please be specific in describing special requests.
  12. If banners and/or streamers of any kind are utilized, please use tape or pushpins. DO NOT use staples, nails, glue, etc. If piñatas are utilized, they must be filled with candy only. All decorations and fasteners MUST be removed before you leave the park.
  13. All Town ordinances must be observed.

Signature: __________________________________________ Date: ______________________

EVENTS ONLY:
I have received the Orange Park Fire Department Tents and Transient Merchants Safety Information Guidelines. If you have any questions regarding fire safety at your event please contact: (904) 264-3411

Signature: __________________________________________ Date: ______________________

10.3.14