

**CITY OF QUINCY  
QUINCY PARK RESERVATION FORM**

NAME: \_\_\_\_\_ GROUP SIZE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

PHONE: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

POOL RENTAL:  YES  NO

**\*\*\*(Pool rental agreements available at the swimming pool office)\*\*\***

ELECTRICAL SERVICES REQUESTED:  
 YES  NO

PORT A POTTY

If you desire to provide Port a Potties for your event, the **placement** will be coordinated with the City. The City **does not** provide Port a Potties as restrooms facilities are located in the park.

**\*\*\*(ELECTRICAL REQUESTS REQUIRE 5 DAYS NOTICE)\*\*\***

WEST END OF EAST PARK GATE

TIME TO OPEN:

OPEN:  YES  NO

TIME TO CLOSE:

**!!!24 HOUR NOTICE REQUIRED FOR ALL PARK RESERVATIONS!!!**

Drivers License \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

SSN \_\_\_\_\_

(IF CONCESSIONS ARE SOLD) Health Department Permit #: _____ Department Director Initials : _____
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*I understand that as chairman I am responsible for the actions of those attending this event and can be cited if any violations occur during this reserved time period.*

**\*\*ALCOHOL IS NOT PERMITTED IN THE PARKS \*\***

CHAIRMAN (Signed) \_\_\_\_\_ DATE \_\_\_\_\_ NAME (Please print) \_\_\_\_\_

FOR OFFICE USE ONLY	PARK FEES	FLAT RATE/NO REFUNDS
<b>APPROVED:</b> _____	Softball Field	\$50 daily/\$10 hourly
CLERK'S OFFICE _____	Gazebo	\$15 daily/NA hourly
PARKS DEPARTMENT _____	Swim Team	\$10 per individual per season
POLICE DEPARTMENT _____	Fee paid	\$ _____
	Receipt #	

**PARK WILL BE INSPECTED FOR DAMAGE AND CLEANLINESS AFTER EVENT**