

CROTTY PARK
RESERVATION FOR SHELTER AND/OR KITCHEN

INSTRUCTIONS: Complete **ALL** information requested and return to Seneca Village Hall, 340 N. Cash Street (8 am – 4 pm M-F). Reservations are accepted only after January 1st of each year. *Reservations are accepted on a first-come, first-serve basis and MUST be made 3 days in advance. Dates will NOT be held without payment and completed reservation form.*

PERSON RESPONSIBLE: _____
ADDRESS: _____ PHONE: _____

SHELTER ONLY: Date Requested: _____ Reservations are from sun-up to sun-down

_____ Village Residents: \$25.00
_____ Non-Residents: \$50.00
_____ Not-for-profit: No Charge

KITCHEN & SHELTER: Date Requested: _____ Reservations are from sun-up to sun-down

_____ Village Residents: \$50.00
_____ Non-Residents: \$100.00
_____ Not-for-profit: \$25.00

Park reservations are subject to all statutes and administrative rules governing the park.

- One booking per form, no more than one booking per request.
- Reservations are accepted in person, by mail or payment drop box located outside village hall. **NO PHONE RESERVATIONS ACCEPTED.**
- **NO STAPLES ARE ALLOWED** in pillars at the shelter, or in the kitchen area.
- All shelter/kitchen trash/food must be cleaned up and disposed of in garbage dumpsters at the south end of the park. Person responsible may be subject to additional fees for damage or excessive clean-up and will result in denial of future requests for rentals at Crotty Park.
- Form and fees are required at time of reservation. Checks are to be made payable to the *VILLAGE OF SENECA*. Refunds will be made for any cancellations if a 2-week notice is given. Cancellations with less than 2-week notice will be reviewed on a case by case basis.

Your reservation is from sun up to sun down. Keys can be picked up at the Seneca Police Department the morning of your reservation. Keys **MUST** be returned to the Police Department at the end of your date of reservation. **DO NOT PLACE KEYS IN THE DROP BOX AT VILLAGE HALL.** If no one is at the station when you arrive to pick up the keys, use the phone in the police department lobby to contact dispatch to call an officer in. Be sure to allow enough time in the event the officer is out on a call.

I have read and understand the conditions of this application:

Signature of Applicant: _____
Not for Profit Organization Name: _____

Amt. rec. at booking \$ _____ Check # _____ Date Received _____
Refund: Yes _____ No _____ Amount of Refund: \$ _____