



# PIONEER PAVILION RESERVATION FORM

\$25/hr. + tax

RESERVATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

No electricity needed

Yes I need electricity (\$25 per event)

PLEASE CHECK ONE

## RESERVATIONS, RENTALS, & REFUNDS:

1. **Parks & Recreation parks are open daily** from 7:00 a.m. to midnight., unless otherwise posted. Overnight camping is not allowed.
2. The shelter may be reserved daily **from April to mid-September.**
3. Reservations must be made three days prior to date of shelter use. **Payment is due at time of request.**
4. **Credit or refunds** will only be given if notification is received at least seven days prior to the reserved date. There is no service charge for a reschedule. There is a \$10 service charge for refunds.

## USE & ACTIVITIES:

1. **PLEASE leave the area Clean and Litter Free!** Receptacles are provided for a limited amount of garbage. Groups greater than 100 people are encouraged to rent a dumpster.
2. **Glass containers** are PROHIBITED within all CBJ Parks & Recreation areas.
3. **Motor-driven vehicles are prohibited.** No person shall operate a motor vehicle within any recreation area, except on the roadways/parking areas designated for such use.
4. **Electricity is available** upon request. Outlets are on one circuit of 20 amp 120 volt service (approx. 2400 watts). Read the watt use ratings on your appliances; if they add up to greater than 2400 watts, the breaker may be tripped.
5. **Please DO NOT nail or staple into picnic tables, benches or shelter structures.** Rusted nails and sharp staples create a hazard for you and other users.
6. **Amplified speech or sound is only permitted** for 4<sup>th</sup> of July festivities, Gold Rush Days, Sundays at Savikko and Special Events open to the public and authorized by the Parks & Recreation Director or designee. Authorized sound amplification must end by 10:00 p.m. Sound levels will be monitored by Parks & Recreation staff and permittee may be directed to reduce the volume. **Amplified sound is not permitted for private rentals.**

**The misuse of the facility or failure to conform to the rules of this permit will be sufficient reason for denying future facility rental.**

**Please bring your copy of the PERMIT issued by the P&R office to your event.** If anyone refuses to leave the shelter during your rental period, please call the Juneau Police Department for assistance (586-0600).

\*\* Please continue to next page \*\*

**RENTAL INFORMATION:**

**Please note that we are unable** to process your reservation until the information is completely filled out, initialed where indicated and payment has been processed. If you would prefer, we can call you for your credit card information.

This is a public event       This is a private event      PLEASE CHECK ONE

Description of Event (EXAMPLE: birthday party, company picnic, fundraiser, class reunion)	
Group/Event Name (name on Permit)	Size of Group
Mailing Address	Contact Phone Number:
Email Address	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Credit on Account
Name on Credit Card (for paying w/ credit card only)	Card Holder's Signature
Card Number:	Exp. Date:                      3-Digit V-Code:
Tax Exempt #:	

**\* PLEASE INITIAL \*** Alcohol Sales, Catering and/or use of bouncy houses require a permit. The vendor/caterer must have a valid CBJ permit displayed on site at your event. Violation or failure by the vendor to follow any permit condition is a violation of CBJ 67.01.090(i) and is punishable by a fine of up to \$300 and is grounds for administrative penalties consisting of suspension of all permits issued under Chapter 11 and denial of the right to apply for a new permit for a period of 30 days. By initialing I certify that I agree to abide by this requirement if a permit is required for my event.

**Notice:** Occasionally, Parks & Rec photographs participants enrolled in recreation programs, events, or on Parks & Rec property. These photographs are used for Parks & Rec purposes only and may be included in future Parks & Rec media. Your presence is your consent, without compensation from Parks & Recreation or the City and Borough of Juneau, to use your likeness.

**WAIVER AND RELEASE:** I agree to hold the City and Borough of Juneau, including its employees, volunteers, and insurers, with respect to any action, claim, or lawsuit arising out of or related to injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau.

I certify the information contained in this application is true to the best of my knowledge. As group representative, I hereby agree to tak responsibility to inform and assure that all group members follow the above rules and the Recreation Area Ordinance of the City and Borough of Juneau. (Chapter 67.01, available upon request.)

\_\_\_\_\_  
Signature of Group Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Group Representative

**\*FOR OFFICE USE ONLY\***\*\*\*\*\*

Electricity Fee: \$	Total Charge: \$	Permit #:	Receipt #:
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