



# MARTIN PARK PARTY REQUEST FORM

Reservation Date: \_\_\_\_\_ Rain Date \_\_\_\_\_

Time Period: \_\_\_\_\_ (please include set up/clean up time)  
(PARTY rentals available 10:30am – 6:30pm; June 25 – August 22, 2024) No parties allowed July 4 holiday weekend.

Type of Activity: \_\_\_\_\_

Number of People in Group \_\_\_\_\_ Age Range of participants: \_\_\_\_\_

Name of Renter or Non-Profit Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Picnic Tables = \$15.00 per table # of tables \_\_\_\_\_ (max of 4) \$ \_\_\_\_\_

<b><u>RESIDENT (member or nonmember) USE FEE:</u></b>	<b><u>NON-RESIDENT (nonmember) USE FEE:</u></b>
Up to 25 people = \$150.00	Up to 25 people = \$175.00
26 – 50 people = \$200.00	26 – 50 people = \$250.00

**A guest list of all attendees’ names must be submitted to the Parks & Recreation office one (1) week prior to group’s reservation date.**

**Zoom Floom** \_\_\_\_\_ (min height 42”) **Water Slide** \_\_\_\_\_  
(Available daily 12:45-1:30pm; 3:00-3:45pm) (Available daily 11:30am-12:30p; 1:45-2:45pm)

**Maintenance Instruction:** Will you be serving food? Yes  No

The renting or sponsoring agency hereby agrees to lease building and facilities under the conditions set forth by the Ridgefield Parks and Recreation Commission. Renter agrees to accept responsibility for any damage caused to the facilities during time it is in use. If the police are required, applicant must make proper arrangements with the Police Department.

**Refund Policy: A \$25 Administrative fee for cancellation will apply to all bookings. For bookings cancelled (non-weather related) within 14 days of event, a 50% refund will be issued. All refunds are subject to management review.**

The Aquatics Supervisor will determine beach area based upon size, age and make-up of the group.

**\*Applicant is responsible for set up, breakdown and clean-up of facilities rented.\***

I have read the rules relating to the use of desired facility and agree to abide by these rules.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

**(Office Use Only)**  
Amount of payment attached: \_\_\_\_\_ Beach area assigned: \_\_\_\_\_