

# Nottingham West Civic Club Park Pavilion Reservation Form

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Please complete this form and email it to [nottinghamwestcivicclub@gmail.com](mailto:nottinghamwestcivicclub@gmail.com) at least fourteen days prior to your requested event date.

NWCC Member Name: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Requested Date: \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Time guests will arrive: \_\_\_\_\_ Time guests will depart: \_\_\_\_\_

Purpose of party \_\_\_\_\_

## PRIVATE PARTY RULES

- I. The NWCC Park may be reserved for private parties by a NWCC member in good standing during daylight hours.
- II. NWCC member shall submit a reservation request to NWCC Officers at least fourteen (14) calendar days in advance of the desired date and time.
- III. The reservation will be from one hour prior to guest arrival through one hour after guests depart.
- IV. A private park party is defined as the following: Any single group of ten (10) or more persons within the park area during regular hours.
- V. Reservation is strictly limited to the pavilion area and includes four (4) picnic tables and two (2) grills.
- VI. No members may be excluded from park area or removed during a private party.
- VII. All decorations are limited to the pavilion and must be removed as soon as the party has ended.
- VIII. An inflatable play structure (bouncy house) is allowed; NWCC member assumes all responsibility and liability.
- IX. All posted park rules must be followed.
- X. Alcohol is prohibited.
- XI. Live music is prohibited.

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XII. The NWCC member must post reserved signs in the pavilion area at least 3 hours prior to start time, but preferably the day before. Sign must include the date, start time and end time, NWCC member name.

XIII. The NWCC member shall clean all trash and grills after event. Trash bags shall be provided by member. Full trash bags shall be left at the curb for pick up

By signing below I have read and fully understand the private party rules and agree to them all. I certify that I am an owner of property in Nottingham West and a member in good standing with NWCC.

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Signature of NWCC

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Date

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Printed name of NWCC member