



## Pavilion Rental Information Sheet

**Town Park Pavilions (5):** First Bank, Kiwanis, Moose, R.R., Rotary

**Market Square Pavilion:** This pavilion is only for public use and is not rented for private events. If a patron needs more information or would like to host a public event, please have them contact the Community Development Department at [discover@strasburgva.com](mailto:discover@strasburgva.com).

### Rentals:

- Half Day: 10:00-2:00pm OR 3:00-7:00pm
- Full Day: 10:00-7:00pm
- Hours outside of those times will be first come, first served

### Prices:

- Half Day: \$25
- Full Day: \$50

**Security Deposits:** price per shelter

- \$25: Rotary, Kiwanis, or Moose Pavilions
- \$50: First Bank or R.R. Donnelly Pavilions

### Submission Options:

- Applications can be mailed or dropped in person to the Town Office

### Payment Options:

- Checks made to **Town of Strasburg** can be delivered to the Town Office, dropped in the night box, or mailed. Cash is also accepted.

### Changes to the July, 2021 Pavilion Rentals:

- Only Half Day + Full Day options are available. No longer hourly.
- Reservations for weekend rentals need to be confirmed before end-of-day Friday. Weekday rentals should be submitted at least the day before.
- No Holds. Confirmation made upon receipt of payment.
- Refunds will only be issued with 24-hour notice. No refunds will be issued for day-of storms or cancellations. Town Office staff will issue return of refunds and security deposits.
- If a group wants to add additional items like pony rides, inflatables, etc. they must be put in contact with the Community Development Dept. (not the Town Manager).



### Processing Application:

- Once an application is received, the team member should look on the Strasburg Outlook Calendar to determine if there is availability.
- If the application is delivered in person, the team member may check availability, confirm with the patron, and accept payment immediately.
- If the application is delivered by mail, the team member needs to contact the patron, within two (2) business days, to determine a date and accept payment.
- Once a date has been set:
  - The team member blocks off the calendar time/date for that specific pavilion and makes sure that it is from that pavilion's calendar.
  - Within the calendar event description please include:
    - Contact Name
    - Contact Number
    - Type of Event
    - Estimated Attendance
    - Special Staff Needs (if any, example: opening the gate)
    - If payment was received -include check number or list as cash.
  - Patrons may receive an e-mail confirmation or paper receipt upon request.
  - **Once the application is received, scan or move a copy into the Public Drive:**  
P:\ADMINISTRATION\Park+Pool\PARKS\Pavilion Rentals\2021



**TOWN PARK SHELTER RESERVATION APPLICATION**

Name of Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Shelter(s) Requested: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Date: \_\_\_\_\_

Time:            10:00-2:00PM            3:00-7:00PM            10:00-7:00PM

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

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

**SHELTER RESERVATION GUIDELINES**

1. The responsible party must submit a Shelter Reservation Application, and payment, to the Strasburg Town Office. Dates will not be held without payment.
2. Weekend rentals must be confirmed before the end of business Friday. Weekday rentals may be reserved the day before the requested date.
3. Shelter reservations are offered 10:00-2:00pm or 3:00-7:00pm at \$25. A full day rental is 10:00-7:00pm and the cost is \$50. Hours outside of this window are first come, first served.
4. A security deposit is required of all applicants. A \$25 refundable deposit will be collected for renting the Kiwanis, Rotary, or Moose pavilions. A \$50 refundable deposit will be collected for the First Bank and R.R. Donnelly pavilions. Deposits will be returned the following week.
5. We ask that all groups leave the shelter clean and tidy and report any issues or inconveniences to the Strasburg Town Office (540.465.9197) as soon as possible.
6. Please place all trash in the provided receptacles. If trash is overflowing, please close bags and place immediately next to the trash cans.
7. No Alcoholic Beverages.
8. Please report any disturbances to the Strasburg Police Department (540.465.5230).
9. **Refund Policy:** Refunds may be issued with 24-hour cancellation prior to the event time.
10. If your group is having an outside vendor (pony rides, amusements, petting zoo, etc.), please contact the Community Development Department (540.465.9197).

I hereby certify I have received and read a copy of the Strasburg Community Park Shelter Reservation Guidelines, and that our organization/group will comply with the Guidelines and Fees associated with use of the facility.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>OFFICE USE:</b>
Date Application Received: _____
Date Payment Received: _____
Approved by: _____