



715 Park Drive PO Box 160 Belpre OH 45714 740.423.7592 www.cityofbelpre.com

Park Rental Permit

Permit No: _____

Date Issued: _____

Rental Information

Name: _____

Address: _____

Phone #: _____ Email: _____

Reservation Date: _____ Time: _____

Park: _____

Shelter #: _____ Bandstand: _____ Boat Ramp: _____ Parking Area: _____

Other: _____

Entire Park - Permission of Mayor Only

Circle One:

Civitan Park Howes Grove Park Depot Park Access Park

Fee: _____

Additional fee of \$100 charged for inflatables per 4-hour rental.

Will there be signage, banners, or advertisement for the event/venue? YES NO

Signature of Applicant

Signature: _____ Approved by: _____

Terms and Conditions

If there are people at the shelter that will not vacate during your allotted time, contact the Belpre Police Department, non-emergency #740-423-7631. *The original permit must be presented to show proof of rental.*

For Depot Park, there is a \$65 cash key deposit for the restrooms. The deposit must be made when the key is picked up and will be returned when the key is returned. Keys can be picked up the business day before your rental anytime between 7:30 AM and 3:45 PM.

- KEYS MUST BE RETURNED BY 3:45 PM THE FOLLOWING BUSINESS DAY.
- FAILURE TO RETURN THE KEY WILL RESULT IN FORFEITURE OF THE DEPOSIT. _____ Initial

Liability and Responsibility

The renter agrees to assume full responsibility and liability for all damage or injuries to all persons arising out of, resulting from, or in any manner connected with the use of city facilities. The renter agrees to indemnify and hold harmless the city, its agents, and employees from all such claims, including legal fees and disbursements incurred to enforce this provision.

961.09 USE OF RECREATIONAL FACILITIES

(a) The Park Director may establish fees and charges for the use of park recreational facilities and set specific regulations governing their use. No person shall use the recreational facilities without paying required fees and adhering to the rules and regulations governing the use of such facility.

(b) The Director may maintain an office with an attendant where participants may register, pay fees, and secure rules and regulations.

Acknowledgement of Rules and Responsibilities

- I agree to follow all park rules and be responsible for any damages and guest activities during the rental period.
_____ *Initial*
 - I understand I must have the original receipt with me to ensure proof of rental on the event day. _____ *Initial*
 - I have read and understand the ordinance concerning the use of Belpre City Parks. _____ *Initial*
 - I agree to obey all posted signs and regulations, including proper cleanup of facilities and disposal of trash, during my rental. _____ *Initial*
-

Cancellation Policy

Cancellations must be made **at least 14 days before the reservation date** to receive a refund.

There are **no refunds** for inclement weather.

The original receipt must be returned with the cancellation request.

Refunds will be issued and mailed to the person and address listed on the permit.

_____ *Initial*

FEE SCHEDULE	
Shelter/Bandstand rental 4-hour time slots: 8am - Noon, 12 - 4pm, 4pm - 8pm	\$40.00 per 4 hours
RENT ENTIRE PARK	
Civitan Park, Depot Park, Access Park/ Boat Ramp	\$400.00 per day
Howes Grove Park	\$200.00 per day
Fee if event is having inflatables	\$100.00 per 4-hour rental
Non-Profit rental fee for entire park	\$100.00 per day
Non-Profit rental fee shelter/bandstand 4-hour time slot	Free