



# Town Pavilion/Kitchen Rental

## Application

Name :	_____
Organization:	_____
Mailing Address:	_____
Phone:	_____ Email: _____
Town Pavilion	_____ Kitchen Shelter_____
Date of Event:	_____ Time: _____
Purpose:	_____

**The rental charge is \$25.00 for the first 3 hours and \$10.00 for each additional hour to a maximum of \$50.00/day.**

### PAVILION RULES AND REGULATIONS

#### Policy

The Pavilion is owned by the residents of Coupeville. It was constructed by Concerts on the Cove with funds donated mainly by citizens residing in this area, and donated to the Town. The Kitchen Shelter was built by the Coupeville Lions and donated to the Town. It is the policy of the Town to make the facility available to individuals, groups and organizations for their use and enjoyment. The following rules are necessary to protect the interest of the Town, to be considerate of residents and businesses in the surrounding area, and to provide for maintenance of the facility. Following the rules allows the Town to keep the rental fee to a minimum.

#### Rules

1. The Pavilion and Kitchen Shelter may be used by permit only. They can be reserved from 9:00 am to 7:00 pm. unless special permission is obtained in writing from the Town Clerk-Treasurer.
2. Alcoholic beverages will not be served or consumed at the Pavilion, Kitchen Shelter or in Town Park.
3. The Pavilion and Kitchen are located in close proximity to private residential property. Excessive noise which unreasonably interferes with the comfort and enjoyment of private property is prohibited. Use of amplified music/voice must be approved in advance by submitting an *Amplified Music/Voice Application* for approval. Amplified sound will be permitted from 10:00 am to 7:00 pm.
4. All decorations must be removed during clean-up. Please don't use nails or paint removing tape.
6. All trash must be removed and taken out of Town Park. Do not dispose of your trash in the Town Park receptacles, these are provided for everyday park users. The Pavilion must be swept by the applicant after its use. The kitchen must be swept, all counters and table wiped down and the sinks cleaned. Please spot clean the kitchen floor for any sticky/sweet food that could attract bugs.



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- 8. Keys for the electrical box for the Pavilion, if needed, shall be picked up during regular Town Hall office hours, (Monday – Thursday from 8:00 a.m. - 4:30 p.m.) and returned promptly within 24 hours of the event.
- 9. It is unlawful to remove, destroy, mutilate or deface any structural component, accessory equipment, vegetation, or any natural or man-made feature in the facility.
- 11. Penalties for specific violations of the Public Facilities Code of the Town of Coupeville are outlined in section 12.08 of the Code.

The applicant agrees to defend, indemnify, and hold the Town of Coupeville, its agents, employees and officials harmless from any and all claims, suits, demands, injuries, loss, damage and judgments, including the cost of their defense arising out of, occurring during, or the result of activities of the applicants, except for the sole negligence of the Town.

By signing this application, the applicant acknowledges that he/she has read the Rules and Regulations, and agrees to follow and be bound by the conditions therein.

NOTE: The Town of Coupeville reserves the right to deny or revoke an application/permit at any time for any cause.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature \_\_\_\_\_

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For Town of Coupeville personnel use only:

Charge: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_

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Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

Clerk-Treasurer: \_\_\_\_\_  
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Update on Calendar and Copy to:

Applicant	Date: _____	By: _____
Police Department	Date: _____	By: _____
Fire Department	Date: _____	By: _____

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