

## PAVILION RESERVATION CHANGES / ALTERATIONS

- We have changed the way we reserve time - you can reserve the pavilion for a whole day (11-7) or 2 half-day options (11-3) or (3-7). You can still choose either half or full pavilion.
- These are the rates for the available reservation times;
  - Half-Pavilion – Half Day (either 11-3 or 3-7) \$60
  - Half-Pavilion – Full Day (11-7) \$120
  - Full Pavilion – Half Day (either 11-3 or 3-7) \$100
  - Full Pavilion – Full Day (11-7) \$200

The hourly rate did not change – it is still the same, but now you must rent within one of the time blocks.

- A completed reservation form must be submitted with a 50% deposit in order to hold your reservation. If you choose to call to request a verbal reservation/check on the availability of a specific date we will hold that reservation for 72hrs. After the 72hrs if we have not received the form & deposit we will re-open the date.
- We will now require a \$75 security deposit that will be due 10 days before your reserved date. It can be in the form of a separate check, cash, or credit card. It will be held until your event. It will only be processed in the event of any damage or if you continue to occupy the space past your reserved time. In the event there is no one scheduled to use the pavilion after your time, you must still free up tables/grill space for others to use (ex. Have full pavilion reserved – condense your function to a minimum of half the space. If half-pavilion reserved – be sure tables and grills are accessible). As well, the park must be cleared by closing time. Gates close at 7:45pm. The Park & Rec Directors/lifeguards will monitor this – if they are unable to close on time or assess you have monopolized the space past your time or any damage occurs you will forfeit your security deposit.
- Certificate of Insurance for \$1,000,000 naming the Town of Marlborough as an additional insured for the date of your reservation. Absolutely NO exceptions. Non-Profits will also need to submit proof of insurance.
- Parking passes-10 passes max per reservation (no charge) – additional cars must park in overflow parking located across the street

Summary of what is required 10 days prior to reservation;

Completed Application - Paid in full - Security Deposit - Certificate of Insurance

If a reservation is made with less than 10 days prior to the requested date – we will need all of the above information 48 hours after the reservation is MADE.

If you cancel a reservation after deposit or full payment has been processed your refund will be minus a \$20 administrative fee.