

# OAKHURST COMMUNITY PARK RESERVATION FORM

Date Requested: \_\_\_\_\_  
Time start: \_\_\_\_\_ Ending: \_\_\_\_\_  
Number of People Attending: \_\_\_\_\_  
Name/Organizing: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Area(s) Needed: \_\_\_\_\_  
Email address: \_\_\_\_\_

To reserve areas within the Oakhurst Community Park the user fee and deposits must be paid for in advance. Areas & dates are rented on a first come basis.

U S E R F E E  
(donation, none-refundable)

1-49	\$20 _____	50-99	\$50 _____
100-199	\$100 _____	over 200	\$200 _____

For **100 attendees or more**, ask for additional helpful instructions.

Paid with cash \_\_\_ check # \_\_\_\_\_ Credit Card \_\_\_\_\_  
All Checks are written out to OCP Fund

CLEAN-UP and KEY DEPOSIT  
\$150.00 paid with a Separate Check  
(refundable)

Initial \_\_\_\_\_ **FOR EVENTS WITH 99 ATTENDEES OR LESS:**  
Deposit is refundable if no damage occurred and area is left in clean condition. Balloons, string and decorations must be picked up. Trash should be in receptacles provided. *Failure to clean up after your event or return the gate key as scheduled will result in forfeiture of your deposit. This deposit will be refunded after site inspection of your reserved area. However, money may be held up to 30 days after the reserved date. Upon notification money may be picked up from the Chamber of Commerce office. All money not picked up within 2 weeks of notification will be considered donation.*

Initial \_\_\_\_\_ SIERRA TEL access needed: YES \_\_\_ NO \_\_\_  
**none-refundable FEE of \$200 required. Make checks out to "OAKHURST COMMUNITY PARK FUND" (OCPF)**

Initial \_\_\_\_\_ **THE BACK GATE ACCESS IS FOR LOADING AND UNLOADING ONLY. CARS ARE NOT ALLOWED TO STAY PARKED INSIDE THE PARK OR WITHIN SIERRA TEL PARKING LOT. PLEASE MOVE CARS TO PARKING LOT BEHIND LIBRARY. FAILURE TO DO SO MAY ALSO RESULT IN FORFEITURE OF YOUR DEPOSIT.**

Initial \_\_\_\_\_ **Key must be returned no later than the next business day after reservation.**

\_\_\_\_\_  
Key pickup/Date (for office use only)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Key return date (for office use only)

## ADDITIONAL INFORMATION

1. Restroom Hours are from approximately: 7:30 am to 7:30 pm Summer, 7:30 am to 4:30 pm Winter,
2. Please bring Toilette Paper and Hand Towels for your Guests \_\_\_\_\_ **Initials**
3. There is no power access \_\_\_\_\_ **Initials**
4. Please bring your own Trash Bags and remove the Trash, as a courtesy to others using the park and so no animals will get into it over night \_\_\_\_\_ **Initials**
5. Persons failing to comply with rules and regulations of park reservation areas may be suspended from future reservations.

**PLEASE KEEP THIS FORM WITH YOU WHILE USING THE PARK, THIS IS YOUR RECEIPT AND PROOF OF RESERVATION.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date