

TOWN OF FAIRFAX

Fairfax Recreation and Community Services Department

Recreation Rental Form

Please complete this form to reserve rental space for your group.

Date/Time: _____ Time in Building: _____

Name of Recreation Group _____ Age range: _____

Fee: \$50/hr x Hours needed _____ = \$ _____

Deposit: \$100 \$ 100

Total Due: \$ _____

Name of person booking the event: _____

Activities planned: _____

Telephone day: _____ Evening: _____

Contact person on site during rental: _____

Address: _____ City: _____ Zip: _____

Email: _____

Your payment, including the refundable deposit of \$100, is due immediately to hold this reservation. The deposit is refunded after final assessment of the space after usage. A 30-day cancellation is required to receive a full refund. Less than two weeks' notice forfeits 50% of the party fee. **Please make checks payable to: Town of Fairfax**

Please be sure to read and sign below: I hereby agree to indemnify and hold harmless the Town of Fairfax and its officers and employees from and against any and all liabilities for any injury which may be suffered by me, or my guests arising out of or in any way connected with participation in event noted above. I give permission to use mine, or guest's photograph in Recreational brochures or publicity.

Date: _____ Signed: _____

Approval by Town staff: _____

Notes: _____

Clean up walk thru completed: _____ Deposit Refunded: _____