Community Services & Development Department

City of Woodway - Park Facility Reservation/Rental

Date of use: _____ **From:** _____ am/pm **To:**_____ am/pm

Reservation Applicant: _____

Organization/Person Responsible (if different from above): _____

Address: _____   Phone Number(s): _____

Type of Event: _____   Est. Attendance: _____   Woodway resident: ☐ Yes   ☐ No

RENTAL FEES (**Proof of residence required**):	
PAVILIONS (all parks)	**POAGE GAZEBO/ WHITEHALL SMALL SHELTER**
First three (3) hours (minimum rental period):	First three (3) hours (minimum rental period):
Woodway residents: $50.00	Woodway residents: $25.00
Non-Woodway residents: $60.00	Non-Woodway residents: $35.00

Additional hours (all facilities): $15.00 per hour
Use of water and/or electricity (where available): $5.00 each
Fees for excessive usage:
    Water (for water slides, etc.): $30.00 one-time charge
    Electricity (overloading circuits):   At cost of repair- for City staff & electrician

POAGE	**Large Pavilion** (capacity: 100 people): *water & electricity available*	Total Hours Rented: Water ☐ Electricity ☐
	Small Gazebo (capacity: 10-15 people): *only electricity available*	Total Hours Rented: _____ Electricity ☐
WHITEHALL	**Large Pavilion** (capacity: 100 people): *water & electricity available*	Total Hours Rented: _____ Water ☐ Electricity ☐
	Small Shelter @ playground (capacity: 10-15 people): *no water or electricity*	Total Hours Rented: _____
WOODWAY	**Park 1 Pavilion** (capacity: 50 people): *water & electricity available* ***(Please note: portable restrooms are provided June 1 through August 31 only)***	Total Hours Rented: _____ Water ☐ Electricity ☐
	Park 2 Pavilion - **near the lake** (capacity: 50 people): *only electricity available*	Total Hours Rented: _____ Electricity ☐

For City Staff Use Only	

Received by: _____ **Date:** _____
 	
 Date Paid: _____   ☐ Cash ☐ Check #_____
                          ☐ Mastercard ☐ Visa ☐ Discover
 Receipt #: _____
           Posted to calendar by: _____
	FEES TO BE PAID
	 Rental fees: $_____
	 Water (regular use): $_____
	 Electricity: $_____
	 Excessive water use: $_____
	
	 TOTAL FEES: **$_____**