



# Park Wedding Reservation

Cedar Creek • Lincoln • Sylvania



### Minimum wedding charge: \$187.91\*

- \* includes rental of the enclosed shelter house for the day and bench seating for 100 guests
- \* additional bench seating available for \$1.00 per person, plus sales tax
- \* tax included with minimum wedding charge

#### Cedar Creek Park: 3500 Cedar Park Road

- Tables and chairs to seat approximately 90 people
- Stove, refrigerator, microwave and sink
- 12' serving counter
- Electricity, heat and air conditioning
- Restrooms available in shelter house
- Shelter house is handicap accessible
- Shelter house available for rental year-round

#### Lincoln Park: 1325 North North Avenue

\*Weddings take place by the white trellised arbor. Bench seating is set-up for guests to the east so an aisle will be provided for the wedding party.

- Tables and chairs to seat approximately 60 people
- Stove, refrigerator, sink and wide wooden serving table
- Electricity, but **no** heat
- Restrooms available across the street from the shelter house
- Shelter house is **not** handicap accessible

#### Sylvania Park: Beach Street

\*includes use of the band shell P.A. system, if requested

- Tables and chairs to seat approximately 55 people
- Stove, refrigerator, microwave and sink
- Electricity, heat and air conditioning
- Restrooms available north of the shelter house
- Shelter house is handicap accessible

### Regulations

- Please pick-up the shelter house key 1 business day prior to your event. **Failure to pick-up the key during City Hall business hours of 8:00 am - 4:30 pm will result in an added charge.**
- Please secure the shelter house when you leave. Return the key to City Hall the business day following your rental to avoid late charges.
- Beer kegs are not permitted in the park without a "Keg Permit" which can be obtained at City Hall.
- The total wedding charge must be paid to reserve the park for the requested date.
- Refunds will not be issued for inclement weather. Should you need to cancel your event, cancellations must take place 2 months prior of the requested reservation date in order to receive a full refund. If the event is cancelled within 2 months of the requested date, all but \$50.00 will be refunded.

Rental hours are from 9:00 am - 11:00 pm. Personal belongings must be removed and clean-up must be completed by 11:00 pm on the reservation date. **Any clean up required by City Park staff will be charged to the renter at \$50.00 per hour. Any physical damage charges will be the responsibility of the renter.**

**City of Fairmont: 238-9461**  
**After hours City of Fairmont Contact: 235-6789**  
**Emergency Contact: 238-4481 or 911**

Date Requested: \_\_\_\_\_ Shelter House:  Cedar Creek  Lincoln  Sylvania

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Additional Equipment or Services Desired: \_\_\_\_\_

Key #: \_\_\_\_\_ Key Out: \_\_\_\_\_ Key In: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please affix a copy of all payment receipts to this form.