

Facility Rental and Use Application

Memorial Park Pavilion

Swanton Community Center

Event Date: _____ Time: _____ to _____

Purpose: _____

Contact Person: _____ E-mail: _____

Address: _____ Phone: _____

Village of Swanton Resident: YES NO

Frequently Asked Questions

Memorial Park Pavilion
400 South Main Street

New furniture coming in 2020!

There are no appliances for use

There is a playground within view

Restroom facilities are in a nearby building

There are 13 electrical outlets

Swanton Community Center
217 Chestnut Street

There are (10) 6-foot rectangle tables, (12) 60-inch round tables and 100 chairs

There is a coffee pot, sink, refrigerator, and a warming oven (no stove), and a large serving counter

There is an utility cart for convenience of loading and unloading

There are 10 electrical outlets

Audio/Visual Equipment for use in *Community Center*.

Wi-Fi YES NO

Projector YES NO

Speakers YES NO

There is a wood burning fireplace in *Memorial Park Pavilion*.

Do you wish to have wood available for a fire? YES NO

By signing below, the applicant certifies that the information provided above is correct and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this permit and supplemental rules and regulations.

Signature of Applicant

Date

Please check the Village of Swanton's website for available dates and times. You can also call 419.826.9515 to inquire about availability.

Cash, Check, or Credit Card accepted; the Village cannot take credit card information over the phone. There is a 2.7% fee to use a credit card.

Memorial Pavilion (enclosed structure)		
	Weekdays Monday-Friday	Weekends Saturday & Sunday
Swanton Village Resident	\$75	\$100
Non-Resident User	\$100	\$125
Reservation Fee*	\$50	\$50

CLOSED: November- March
9:00 a.m. through 9:00 p.m. (April-October)
Beard Pavilion is first come, first serve and there is no charge.

Swanton Community Center		
	Weekdays Monday-Friday	Weekends Saturday & Sunday
Swanton Village Resident	\$100	\$150
Non-Resident User	\$125	\$175
Reservation Fee*	\$50	\$50

*Reservation Fee is non-refundable and must be paid within seven (7) days of making the reservation. This amount will be used towards the total final payment. Reservations can be cancelled up to 15 days prior to the event without penalty of fee balance.

Final payment is due 14 days prior to scheduled event. If final payment is not received 14 days prior to the scheduled event, the reservation will be forfeited and the room will be made available to others.

FOR OFFICE USE ONLY

Reservation made on: _____ Total fee to be paid: _____

Reservation fee paid: Amount: _____ Pay type: _____ Date: _____ Initials: _____

Balance paid: Amount: _____ Pay type: _____ Date: _____ Initials: _____