



CITY OF INVERNESS
DEPARTMENT OF PARKS AND RECREATION
RESERVATION FORM

OFFICE USE ONLY
DATE RECEIVED:

Instructions: Completed forms should be mailed to the City of Inverness, Attn: Parks & Recreation Dept. 212 West Main Street Inverness, Florida 34450; or emailed to parks@inverness-fl.gov. Parks and Recreation staff will contact you to discuss the activity. Customer Service Hours are Monday to Friday from 8 am to 5 pm. Once the request is approved, applicable fees are to be paid by CASH OR CHECK ONLY., and a permit will be issued for the activity. Questions should be directed to the Parks and Recreation Department at 352-726-3913. Payment must be made within 15 days of submitting this form to secure the reservation.

CONTACT INFORMATION			
NAME		ORGANIZATION	
MAILING ADDRESS: STREET ADDRESS IF MAILING ADDRESS IS P.O. BOX:		DATE OF BIRTH:	
CITY	STATE	ZIP	
DAYTIME PHONE NUMBER	EVENING/CELL PHONE NUMBER	EMAIL ADDRESS	
EVENT INFORMATION			
DATE REQUESTED	TIME REQUESTED	HOW MANY GUESTS??	NUMBER SUPERVISORS
EVENT TITLE:			
PURPOSE (BIRTHDAY-FUN DAY-PICNIC -RETIREMENT-BABY SHOWER)			
ARE YOU A CITY OF INVERNESS ☐ RESIDENT OR ☐ NON-RESIDENT (IF YOU PAY A WATER BILL OR PAY REAL ESTATE TAXES TO THE CITY AND LIVE IN THE HOME- YOU ARE A RESIDENT)			
FACILITY INFORMATION (SELECT ONLY ONE) SEE WEBSITE FOR RESERVATION FEES : WWW.INVERNESS-FL.GOV			
☐ LIBERTY PARK (WATER)	☐ DEPOT PAVILION	☐ CITY FOUNTAIN AREA	
☐ WHISPERING PINES PARK: PICNIC PAVILION	☐ VOLLEY BALL COURT #1	☐ YOUTH CAMP AREA @ WHISPERING PINES	
☐ GREEN SHADE STRUCTURE	☐ WALLACE BROOKS PARK	☐ RECREATION BUILDING	
☐ YELLOW SHADE STRUCTURE		☐ CITY GARDEN EVENT	
☐ WHISPERING PINES PARK POOL			
DO YOU PLAN TO BRING SPECIAL EQUIPMENT? (MUSIC, ETC.) ☐ Yes ☐ No			
If YES, PROVIDE A COMPLETE LIST HERE:			
WOULD YOU LIKE TO USE RECREATIONAL EQUIPMENT (PICNIC AREA ONLY) ☐ Yes ☐ No			
If YES, PLEASE IDENTIFY. ☐ VOLLEYBALL (LIBERTY PARK)			

REFUND POLICY—RENTAL RESERVATION CANCELLED 30+ DAYS PRIOR TO EVENT: FULL REFUND AMOUNT MINUS \$20 ADMINISTRATION FEE. CANCELLATION 29 – 10 DAYS PRIOR TO EVENT: HALF REFUND AMOUNT MINUS \$20 ADMINISTRATION FEE. CANCELLATION 10 DAYS OR LESS PRIOR TO EVENT WILL INVALIDATE A REFUND.

SIGNATURE

DATE

(R)01-23-20