

HARRIMAN PARK SHELTER #6 RESERVATION/RENTAL AGREEMENT

DATE RESERVATION MADE: _____

GROUP REPRESENTED: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____ (OR) _____

REQUESTED DATE(S): _____

DEPOSIT REQUIRED

PAID \$ 200.00

CHECK

☐

CASH

☐

**RESERVATIONS SECURED ON A FIRST-COME-FIRST SERVED BASIS WHEN FEES &
SIGNED RENTAL AGREEMENT ARE RECEIVED AT HAMPTON CITY HALL.**

A Deposit of \$200 is required to reserve Harriman Shelter #6. Upon satisfactory inspection of the facility by City Staff following the reservation and return of the keys to City Hall, \$100.00 of the required deposit will be returned by mail to the reservation customer. In the event non-compliance of **RESERVATION GUIDELINES** are evident, the City of Hampton will retain deposit in full as penalty. Additionally, any damages to the facility or its contents during the reservation will be collected appropriately from the reserving party, if the damage cost exceeds the deposit. The City of Hampton reserves the right to suspend renting privileges of customers, who have demonstrated significant lack of compliance with cleaning and security requirements posted at the facility.

**CANCELLATION MUST BE REPORTED TO CITY HALL AT LEAST ONE WEEK PRIOR
TO DATE RESERVED TO RECEIVE FULL REFUND OF FEES.**

I understand I may make arrangements in advance to be present at the time of inspection of the facility by City Staff. By signing below, I and/or the organization I represent, agree to abide by the reservation guidelines and cleaning & closing requirements provided. It is also understood that the City of Hampton is not responsible for persons, private property or accidents that may occur while the facility is in use.

Authorized Customer Signature

DATE _____

Printed Name

Approved By: _____

City Staff Signature

DATE _____

Printed Name