

HARRIMAN PARK SHELTERS #1-#5 & #7 RESERVATION/RENTAL AGREEMENT

DATE RESERVATION MADE: _____

SHELTER #

CUSTOMER NAME: _____

ADDRESS: _____

TELEPHONE: _____ (OR) _____

REQUESTED DATE(S): _____

DEPOSIT REQUIRED

PAID \$ 100.00

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 \$100.00 per shelter is required to reserve Harriman Shelters #1-#5 & #7. Deposit secures use of the shelter and a key for the restrooms in Shelter #6. Upon satisfactory inspection of the premises by City Staff following the reservation and return of the key to City Hall, \$50.00 of the required deposit may 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, expenses incurred by the City for any damages to park property or failure to return restroom key (resulting in changing locks) will be collected appropriately from the customer, if the 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 rental requirements.

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

I understand I may make arrangements in advance to be present at the time of inspection of the shelter(s) by City Staff. By signing below, I agree to abide by the reservation guidelines and requirements listed above. It is also understood that the City of Hampton is not responsible for injuries to persons, private property or accidents that may occur while the shelter or park facilities are in use.

Authorized Customer Signature

DATE _____

Printed Name

Approved By:

City Staff Signature

DATE _____

Printed Name