

# CENTRAL PARK SHELTER RESERVATION FORM

1607 E Central

This form must be filled out and returned to  
Andover City Hall, 1609 E Central Ave, POB 295, Andover, KS 67002

*Please remember to sign the form.*

Reservation Name: \_\_\_\_\_  
\_\_\_\_\_

Applicant Name: \_\_\_\_\_  
\_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Phone \_\_\_\_\_  
Secondary Phone \_\_\_\_\_

Type of Function: \_\_\_\_\_  
\_\_\_\_\_

Is food being served? No  Yes

Type \_\_\_\_\_  
\_\_\_\_\_

Special equipment being brought in? No  Yes

Type \_\_\_\_\_  
\_\_\_\_\_

# Attendees \_\_\_\_\_ # Adult Supervisors \_\_\_\_\_

Charging admission? No  Yes

Reservation Date: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Multiple Dates: No  Yes

List dates \_\_\_\_\_

Picnic Shelters  
Near Central Ave  (6 tables)  
Gazebo

Open Space: \_\_\_\_\_

Other: \_\_\_\_\_

Start Time: \_\_\_\_\_  
*(Including Set Up)*

End Time: \_\_\_\_\_  
*(Including Clean Up)*

**ABSOLUTELY NO INFLATABLES**

DAMAGE/CLEAN UP DEPOSIT of \$150.00 is required for groups larger than 100 people and food is being served.

Applicant Signature

Date

## OFFICE USE

DAMAGE AND CLEANING DEPOSIT \$150.00 (if required)

Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Initials \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Initials \_\_\_\_\_

Park Dept Released \_\_\_\_\_

Deposit Returned Date \_\_\_\_\_ Initials \_\_\_\_\_

**NO DRIVING OR PARKING  
ON THE GRASS**

**NO ALCOHOL IS ALLOWED  
IN THE PARK**

Copy 13<sup>th</sup> St

Copy CP

On Calendar

On Web