

# 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 <input type="checkbox"/> Yes <input type="checkbox"/>
Type _____
Special equipment being brought in? No <input type="checkbox"/> Yes <input type="checkbox"/>
Type _____
# Attendees _____ # Adult Supervisors _____
Charging admission? No <input type="checkbox"/> Yes <input type="checkbox"/>

Reservation Date: _____
Day of Week: _____
Multiple Dates: No <input type="checkbox"/> Yes <input type="checkbox"/>
List dates _____
Picnic Shelters
Near Central Ave <input type="checkbox"/> (6 tables)
Gazebo <input type="checkbox"/>
Open Space: _____
Other: _____
Start Time: _____ <i>(Including Set Up)</i>
End Time: _____ <i>(Including Clean Up)</i>
<b><u>ABSOLUTELY NO INFLATABLES</u></b>

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**