

2014 Reservation Season Shelter / Pavilion Disclaimer

City of Brentwood

Parks & Recreation Department 1750 Gen. George Patton Drive Brentwood, TN 37027 Ph 1: (615) 371-0080

Ph 2: (615) 371-2208

Important Information that you MUST read & agree to adhere to before placing your request and sending in your form

- 1. You may make your request no less than 48 hours prior to your desired date and time. We do not take same day requests.
- 2. You may now make your reservation request via our website calendar page, or you are still welcome to call our office and request your day, time and park.
- 3. Please keep in mind, that it is our policy to return any paperwork and deposit/fees if you have not used the reservation calendar and received back an acceptance e-mail with further details, or called to be placed in the books and your request held. You must speak with the coordinator. Your request will then be placed on the online reservation calendar as a temporary status, until we receive all paperwork and fees. You are welcome to come into the office at 1750 Gen. George Patton Dr. to book and pay for your day at the same time, otherwise, call or e-mail. If you e-mail, make sure you get a reply before sending in paperwork and Dep/fees.
- 4. We allow (3) business days for your refundable deposit and / or non-resident fee to arrive at the office for processing. If after the third day and we have not received a phone call requesting an extension, the park, day & time you reserved will be released and you will have to start the process all over.

 Please keep in mind that we do not guarantee that the park, day and time will still be available.
- 5. NO Brentwood City resident can put up the deposit for any School, Church or Business function. If the requestor does NOT live within Brentwood City Limits or pay Brentwood City Taxes on a property in the city limits as defined in the fee structure on the bottom of this page, a non-resident fee will be required as well as the refundable deposit.
- 6. DO NOT attempt to have a Brentwood resident put up the refundable deposit for any kind of School, Church or Company function if they are located outside of the city limits.
- 7. Failure to comply with any of the disclaimers that you will have to check off indicating you read and understand or falsifying information on this form will result in automatic cancellation of your request.

Fee Structure

Residents: Defined as a Citizen, School, Church, Company or Organization, that pays Brentwood City taxes on property that is located within the City Limits of Brentwood, Williamson County.

Deposit: Refundable \$50 deposit, for a private event, school, church or company function.

Fee: None

Acceptable forms of payment are: Personal Check, Money Order or Certified Check

Non-Residents: Defined as a Citizen, School, Church, Company or Organization, that may have a Brentwood City address, but is located in Davidson County, not Williamson County.

Deposit: Refundable \$50 deposit, for a private event, school, church or company function.

Fee: See table below for fee's associated with each of our parks

Acceptable forms of payment are: Personal Check, Money Order or Certified Check

	Crockett 1500 Volunteer Pkwy	Granny White 610 Granny White Pk	Owl Creek 9751 Concord Rd	River 1110 Knox Valley Dr
Refundable Deposit	\$50	\$50	\$50	\$50
0-4 Hours of Use	\$50	\$75	\$50	\$50
5 or More Hours of Use	\$100	\$150	\$100	\$100