



# City of Twin Oaks

1393 Big Bend Road, Suite F • Twin Oaks, MO 63021

Phone (636) 225-7873 • Fax (636) 225-6547

[www.villageoftwinoaks.org](http://www.villageoftwinoaks.org)

## PARK RESERVATION APPLICATION

This permit is subject to Park Regulations Chapter 220 of the Municipal Code. Permit is not transferable and can be revoked at any time. Reservation is not final until City Office receives deposit. Reservations will be made on a "first come, first served" basis. Cancellation of any date(s) or time(s) granted by this permit requires two (2) business day notification or deposit may become non-refundable. Please read for your understanding and protection Chapter 220: Park Regulations of the Municipal Code. (Copy will be given upon submittal of application or can be viewed on our website.)

Today's Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

### RESERVATION INFORMATION

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

Number of People Attending Your Event: \_\_\_\_\_

Hours from \_\_\_\_\_ to \_\_\_\_\_ (Please allow enough time for set up/cleanup of your event.)

Area(s) To Be Used: (Only Two Of The Three May Be Reserved)

Pavilion

Volleyball Court

Multi-purpose Court

Will Alcohol be served?

YES

NO

**NO GLASS BOTTLES PERMITTED**

Please place all recyclables in the provided recycling containers and trash in the provided trash cans.

\$100.00 standard deposit

\$200.00 standard (deposit + alcohol deposit)

Resident deposits are fully refundable if no damage is reported

Handicapped vehicle parking is permitted in designated area adjacent to Multi-Purpose Court. Park visitors may park in designated spaces on the east side of Twin Oaks Court – not on any grassy area. Violators will be ticketed.

**By signing below, applicant has read and agrees to Park Regulations Chapter 220 of the Municipal Code City of Twin Oaks. Any violation of park regulations or misrepresentation of this form may result in forfeiture of all deposits and/or future park reservation rights.**

Copy Received

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approval/City Administrator

For Office Use Only: DEP \_\_\_\_\_ CHK# \_\_\_\_\_ CAL \_\_\_\_\_ PRK \_\_\_\_\_ MNT \_\_\_\_\_ REF \_\_\_\_\_