



**City of Palmer**  
**Department of Community Development**  
**645 E. Cope Industrial Way, Palmer, AK 99645**  
Phone: 907-745-3709 • Fax: 907-745-5443  
[www.palmerak.org](http://www.palmerak.org)

### **Pavilion (Downtown) Reservation Request**

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Date and hours requested (Please note the Pavilion closes at 10 pm)

Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Estimated # in group: \_\_\_\_\_

List event on calendar as: ☐ Reserved for Private Use

☐ \_\_\_\_\_

#### **Please be aware of the following rules involving your use of the facility:**

1. All refuse/garbage must be placed in the trash containers supplied by the City.
2. The following items are not permitted:
  - a. Burning (excluding grills, barbecues and similar appliances)
  - b. Alcoholic beverages
  - c. Smoking
  - d. Fireworks
  - e. Animals
3. Portable radios/amplified music must be turned low at all times so as not to be heard from a distance beyond 25 feet from the pavilion property.

**Grills, Barbecues & Similar Appliances** require a minimum of two 10 lb. ABC extinguishers be provided for every two appliances on site. These appliances shall not be operated within 15 feet of a structure or combustible materials. Grills, barbecues and similar appliances must be constantly attended until the fire is extinguished.

☐ \_\_\_\_\_ Check if using on site and initial to indicate compliance with rules listed above.

**This request is for the use of the Downtown Pavilion only - it is not a request for use of the adjoining Quad or South Valley Way.**

By requesting this pavilion reservation, I and all persons in my party agree to abide by all park rules, regulations and stipulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Issued by: \_\_\_\_\_

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