



**Town of Avoca**  
**P.O. 160**  
**222 N. Old Wire Road**  
**Avoca, AR 72711**  
**479-621-5921**  
**townofavoca@sbcglobal.net**

Date Application Submitted \_\_\_\_\_  
Date Application Approved \_\_\_\_\_  
Date Application Denied \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Title: \_\_\_\_\_  
(For Office Use Only)

## EVENT RESERVATION APPLICATION

Application must be complete in order to be accepted.  
Please submit in person or email to: townofavoca@sbcglobal.net

- ☐ Apple Shed Pavilion – Next to Town Hall
- ☐ Pavilion – Across from Town Hall
- ☐ Food Court Pavilion – Hwy 62 & Rose Street

Total of usage hours needed \_\_\_\_\_

Event Title (As seen by the public on the town's social media pages):

\_\_\_\_\_

Event Date(s): \_\_\_\_\_

Time(s) including clean-up: \_\_\_\_\_ # of Attendance: \_\_\_\_\_

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicants Name: \_\_\_\_\_

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

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

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

Agreement: I have read and agree to follow the park rules and regulations and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the Town of Avoca and any officers, employees, representatives, directors, of agents or either from and against all liability, claims, suits, damages, levies, costs, loses and fees, including attorney fees, arising out of or related to my activities at the park.

It is your responsibility to inform all members of your group of the Town of Avoca Parks & Recreation Rules and Regulations. Failure to abide by Town of Avoca Parks & Recreation Rules and Regulations could result in immediate loss of privileges for future use.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

Bring this form with you to the park. If others are using your reserved space, please contact Recorder/Treasurer Barnes at 479-586-4412 or Mayor Whitehorn at 479-366-4200. Town Hall is open from 9 am to 3 pm, Mon – Thurs.  
Town Hall: 479-621-5921.

# Rules and Regulations

- All applicants must be at least 18 years of age or older.
- Alcoholic beverages are prohibited, and smoking is not allowed within park/city buildings.
- No blow-up houses of any type are allowed.
- Motor vehicles, trailers, or recreational vehicles are not permitted in park grassy areas except during the time needed to drop off and/or pick up equipment, event related items, food, etc...
- Applicant must be present during the event and must retain a copy of the reservation form on the premises throughout the scheduled event.
- Playgrounds, basketball court, volleyballs court, etc..., are open to the group, as well as the public.
- Applicant may reschedule their event for the next available date.
- You may use masking tape on picnic tables. However, you may not use staples, tacks, nails, or screws to affix any decoration or signs to any tables, trees, fences, or posts throughout the park.
- Town of Avoca must approve any plan to charge admission or sell any service or product at any event on Town property.
- Town of Avoca must approve any request for reservations made for two consecutive days, within a two week span of time or for more than 30 days out.
- Gather all trash and place in the trash bins located around parks.
- City Grill Usage: Patrons are expected to use the grills for their intended purpose. Coals must be out completely and cold to the touch before leaving the park area.
- All belongings must be removed by the end of the usage period.

**Cancellation, Relocation or Denial of Use:** The Town of Avoca may, without liability, upon giving as much advanced notice to the applicant as practical, cancel or terminate reservation request or relocate the event to a nearby available location if the premises are closed for repairs, being used for a town sponsored event, or any reasons deemed necessary by the Town of Avoca.