



## VILLAGE OF MANCHESTER

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### PARKS RESERVATION INFORMATION

- 1) Reservations are on a first-come, first-serve basis.
- 2) Park hours are 6:00 am to 10:00 pm.
- 3) Only one request per application.
- 4) This reservation option is only available beginning April 1<sup>st</sup> through October 31<sup>st</sup> of each calendar year. Reservation requests can be submitted to the Village of Manchester six (6) months ahead of the event with the exception of weddings at the gazebo. The gazebo can be reserved twelve (12) months in advance of the wedding date.
- 5) Under this reservation process, current Village of Manchester residents, age 18 years or older, at the time of filing their application will be given preference over non-residents. Non-residents, age 18 years or older, can request reservations, however, they will be reviewed by the Parks Commission on a case-by-case basis. Non-residents will be charged a \$ 20.00 processing fee.
- 6) Failure to show up within one half (1/2) hour of the requested start time will result in forfeiture of the reservation.
- 7) Applications will be processed within 5 working days of receipt.
- 8) All requests to cancel a previously approved reservation, must be in writing.
- 9) Users of the facilities must obey all park rules and regulations as well as Village of Manchester codes and ordinances.
- 10) In case of inclement weather, the pavilion will be available to other park users in order to ensure safety of all individuals in the park.
- 11) When reserving a pavilion, please specify the requested hours. The pavilion is considered reserved for that time only.
- 12) The applicant shall be responsible for the proper use of the facilities by all participants for the entire reservation period, but not limited to the following:
  - proper and orderly behavior shall be maintained.
  - damages made to the facilities or equipment during the time of use shall be the financial responsibility of the applicant.
  - removal, changes or revisions of property within the facilities without prior approval from the Parks Commission or Village Council is not allowed.
  - the facility is left clean and neat, and does not require any special work or repairs above normal maintenance duties.