



**PARK PAVILION
RESERVATION APPLICATION
BOLM-SCHUHKRAFT PARK or
METTER PARK**

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 100
info@columbiail.gov

See page 2 for pavilion details.

A. Please check the box next to the pavilion you would like to reserve:

BOLM-SCHUHKRAFT PARK PAVILIONS:

1) Centennial ☐ 2) Lions ☐ 3) Horseshoe ☐ 4) Playground ☐

METTER PARK PAVILIONS:

1) Park ☐ 2) Metter St. ☐ 3) Sesquicentennial ☐ 4) Library Gazebo ☐

CREEKSIDE PARK PAVILIONS:

1) Pavilion 1 & 2 ☐

B. Date(s) of intended use: _____ Before 2:00 pm: ☐ After 2:00 pm: ☐

C. Type of Event: _____ # of People Attending: _____

D. Is this Event: Private ☐ * Open to the Public ☐

* A "Special Event" application (in addition to this application) is required.

F. Will there be music? Yes ☐ No ☐ Live Band? Yes ☐ No ☐

G. Will there be an outside entertainment vendor?
(i.e. inflatable bounce houses, bubble bus, gaming truck, food truck, etc.) ** Yes ☐ No ☐

If yes, indicate type and name of vendor: _____

** A Certificate of Insurance naming the City of Columbia as an additional insured is required.

Please note, food truck vendors are required to submit a "Food Truck" application to the City.

H. Applicant Name: _____ Date of Birth: _____

Address: _____

Phone #: _____ Is applicant a resident of the City of Columbia? Yes ☐ No ☐

I. Person in charge of activities, if different from above (H):

Name: _____

Address: _____

Phone #: _____ Date of Birth: _____

I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by a public officer or police officer of the City of Columbia. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Columbia. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.

Applicant Signature _____

Date _____

Staff use below:

Paid: _____	Date Paid: _____	Cash: _____	Check #: _____
Approved By: _____	Date: _____		

Pavilion Details & Fee Schedule

Pavilion	# of Picnic Tables (Seating)	# of Grills	# of Trash Cans	Pavilion Fees	
				Residents	Non-Residents
1) Centennial Pavilion	16 – 8' tables (128)	3 double	6	<u>Weekday</u> \$25.00/all day	<u>Weekday</u> \$100.00/all day
2) Lions Pavilion	13 – 8' tables (104)	2 double & 1 single	6	<u>Weekend/Holiday</u> \$25.00/half day \$50.00/full day	<u>Weekend/Holiday</u> \$100.00/half day \$200.00/full day
3) Horseshoe Pavilion	6 - 8' & 2 – 6' tables (60)	2 single	4		
4) Playground Pavilion	4 – 8' & 1 – 6' tables (30)	2 single	4		

Metter Park – Hours: Sunrise to Sunset					
Pavilion	# of Picnic Tables (Seating)	# of Grills	# of Trash Cans	Residents Pavilion Fees	Non-Residents Pavilion Fees
1) Park Pavilion	4 – 8' Tables (32)	1 single	1	<u>Weekday</u> \$15.00/all day	<u>Weekday</u> \$100.00/all day
2) Metter St. Pavilion	4 – 8' Tables (32)	1 single	1	<u>Weekend/Holiday</u> \$15.00/half day \$30.00/full day	<u>Weekend/Holiday</u> \$100.00/half day \$200.00/full day
3) Sesquicentennial Pavilion	7 – 8' Tables 1 – 8' ADA Assessable Table (64)	1 single	1	<u>Weekday</u> \$25.00/all day <u>Weekend/Holiday</u> \$25.00/half day \$50.00/full day	<u>Weekday</u> \$100.00/all day <u>Weekend/Holiday</u> \$100.00/half day \$200.00/full day
4) Library Gazebo	0	0	0	<u>Weekday</u> \$15.00/all day <u>Weekend/Holiday</u> \$15.00/half day \$30.00/full day	<u>Weekday</u> \$100.00/all day <u>Weekend/Holiday</u> \$100.00/half day \$200.00/full day

Creekside Park – Hours: Sunrise to Sunset					
Pavilion	# of Picnic Tables (Seating)	# of Grills	# of Trash Cans	Residents Pavilion Fees	Non-Residents Pavilion Fees
1) Pavilion 1	2 – 8' Tables 1 – 8' ADA Assessable Table (24)	1 single	1	<u>Weekday</u> \$25.00/all day <u>Weekend/Holiday</u> \$50.00/full day	<u>Weekday</u> \$100.00/all day <u>Weekend/Holiday</u> \$200.00/full day
2) Pavilion 2	2 – 8' Tables 1 – 8' ADA Assessable Table (24)	1 single	1		