

Fort Foster Pavilion - Reservation Form – 2021

| Small Pavilion (maximum 35 guests) | Large Pavilion (maximum 100 guests) |
|---|---|
| <input type="checkbox"/> \$100.00 plus the normal gate fees* <input type="checkbox"/> No Charge – Kittery non-profit groups that qualify** | <input type="checkbox"/> \$200 plus the normal gate fees* allows for 1-50 <input type="checkbox"/> \$300 plus the normal gate fees* allows for 51-100 (maximum) <input type="checkbox"/> No Charge – Kittery non-profit groups that qualify** |

****Park opens at 10 a.m. All groups reserving the pavilion must leave the area 1-hour prior to the posted closing time****

Name of group/organization: _____ Reason for outing: _____

Person to contact: _____ Phone #: _____ Email: _____

Street/P.O. Box: _____ City: _____ State: _____ Zip code: _____

Date of reservation: ___/___/___ Number of guests: ___ Arrival Time: _____ Time reserved: 10:00 am to 7:00 pm or sundown.

In lieu of submitting cash or a check, please fill out the automatic withdrawal information below and we will deduct the rental fee from your credit/debit card or electronic check (please only fill out card info or check info).

| | |
|---------------------------------|-----------------------------------|
| Cardholder Name (Name On Card) | |
| Credit/Debit Card Number | |
| Expiration Date | CVV Number (3 digit code on back) |
| Electronic Check Account Number | |
| Electronic Check Routing Number | |

By signing this form, I authorize Kittery Community Center to charge the above account number for the pavilion rental fee.

Signature: _____

Date: _____

If you wish to pay by cash, check, or money order:
PLEASE RETURN THIS FORM PROMPTLY WITH YOUR CHECK OR MONEY ORDER PAYABLE
TO “TOWN OF KITTERY”
Mail to: Kittery Community Center
Attn: Fort Foster Pavilion Rental
120 Rogers Road, Kittery, ME 03904

*Gate fees are \$20.00 per vehicle. Prepayments for groups can be done with cash/check at the KCC prior to the rental. If payment is made the day of the rental, payment will be credit or debit card as the gate no longer accepts cash/check. An alphabetical list to be used for contact tracing purposes must be provided in advance of the rental. This list should be sent to the KCC. The gatekeeper must also be notified if there will be one payment for the entire group or if cars will be paying separately. It is your responsibility to notify f your guests of fees they may be required to pay at the gate.

**Any Kittery NON-PROFIT group who qualifies to reserve the pavilion free of charge must refer to page 4 item #2. Please submit a list of the names of the people in your group to the Recreation department by mail or in person at least seven days prior to the function date or gate fees will be applied. This additional step will allow your group to enter Fort Foster free for the day. Once we receive the list, we will provide you with a letter authorizing your group to enter the park. That letter must be presented to the Fort Foster gatekeeper the day of your event.

PLEASE INFORM US IMMEDIATELY UPON CANCELLATION - There is a \$50.00 fee for all cancellations made with a 30-day notice and no refunds will be given for any cancellation with less than a 30-day notice.

I, _____ as the representative of _____ agree to abide by all of the rules and regulations governing the use of both Fort Foster Park and the Pavilion. I also agree to take down *any signs* that our group places within the park. I will strictly adhere to the “Carry in Carry Out” trash policy.

Signed: _____ Dated: _____

FOR OFFICE USE ONLY

Date Received: _____

Approved: Y/N

Reason not approved: _____

Contacted by: _____ Date: _____

Copy to DPW: Y/N