



**PARK RAMADA RESERVATION REQUEST FORM**

Community Services Department  
404 E. Florence Boulevard, Casa Grande, AZ 85122  
(520) 421-8677 • Fax (520) 421-8678 • [parksrecreg@casagrandeaz.gov](mailto:parksrecreg@casagrandeaz.gov)

**PARK RESERVATIONS**

Local groups may reserve a City park by notifying the Parks & Recreation office no less than seven (7) business days prior to date of use, although the more notice, the better your chances of securing a park. Check our website, [www.casagrandeaz.gov/rec/parks](http://www.casagrandeaz.gov/rec/parks) for a complete list of parks, maps and photos of parks. **Park areas may be closed for service or maintenance.** Depending on the activity, groups may need to go through the Special Event Application process. For further information, contact the Parks & Recreation office at (520) 421-8677.

**NO REFUNDS OR CREDITS**

**RESERVATION OF RAMADAS / PARK AREAS ARE AS IS.** There is no guarantee the availability of power due to overloading, malfunctions, or vandalism. No refunds or credits for any cancellations or malfunctions (i.e., no power, trash, etc.) and/or the event another group is set up at your Ramada. You are responsible for providing your confirmation to the group and/or notifying a Park Ranger (520-421-8700). If your event is rained out, you may contact the Parks & Recreation office within three (3) business days to reschedule your event.

**Reservable Parks**

**\$25 (4-hour minimum required) / \$6.25 per additional hour (Visa or MasterCard only).**

**\*PAYMENT DUE AT TIME RESERVATION IS MADE. For cash or check payments, reservations must be made at the Parks & Recreation office.**

**SELECT PARK YOU WOULD LIKE TO RESERVE**

**Carr McNatt Park**

Ramada  A  B  D  E

**Dave White Park**

Ramada  A  B  C  D

**Ed Hooper Park**

Ramada  A  B

**North Mountain Park**

Ramada  A  B  C

**O'Neil Park**

Ramada

**Peart Park**

Ramada  A  B  Amphitheater

**Villago Park**

Ramada  A  B  C  D  Amphitheater

For a list of First Come, First Serve Parks, check our website [www.casagrandeaz.gov/rec/parks](http://www.casagrandeaz.gov/rec/parks).

**PLEASE ANSWER QUESTIONS BELOW**

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

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

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

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_

\*Park Reservation confirmation to be  Mailed  Emailed

**\*Confirmations are sent out the week of your event.**

Requested reservation times: \_\_\_\_\_ (i.e., 11:00 a.m. – 3:00 p.m.)

What type of event are you hosting?

- Birthday Party       Campout       Church Picnic       Family Picnic       Company Picnic
  - Baby Shower       Wedding       Religious Event       Special Event       Other \_\_\_\_\_
- (Open to the Public)

Approximate amount of people? \_\_\_\_\_ (Depending on amount of people, deposits may apply) Will you have alcohol?  Yes  No

**NO GLASS CONTAINERS ALLOWED IN PARKS. ALCOHOL PERMITS ARE REQUIRED FOR PEART, O'NEIL, NUTT, AND ELLIOTT PARKS.** Permits are free and issued to the responsible party for the event. Permits must be obtained in person at the Parks and Recreation office.

Will you have amplified music/sound?  Yes  No If yes, type (i.e., d.j., band) \_\_\_\_\_

**Please Note: Amplified music only allowed at Dave White Park, Villago Park and Peart Park.**

**ALL AMPLIFIED MUSIC MUST CEASE BY 8:00 P.M. AT DAVE WHITE PARK AND VILLAGO PARK; 10:30 P.M. AT PEART PARK.**

**VENDORS IN PARKS**

Personally owned inflatables are not permitted in City parks.

Park users must use a vendor that meets City requirements and must notify the Parks and Recreation office at least a week prior to reservation date.

**NO WATER FEATURES ALLOWED**

Inflatables that require water such as slip and slides, dunk tanks, water tag, water balloons, etc. are NOT permitted.

**NO VEHICLES IN PARKS.**

**No sales in parks without prior approval from the Director.**

**Will you have outside vendors?**  Yes  No If yes, what type (i.e., jumping castle, caterer) \_\_\_\_\_ Other \_\_\_\_\_

NAME OF VENDOR/COMPANY: \_\_\_\_\_ Other Requests: \_\_\_\_\_

**COMPLETE PAYMENT METHOD**

Name on Card: \_\_\_\_\_  Visa  MasterCard

Card Number

Expiration Date:

CVC 3-digit Security Code: \_\_\_\_\_

Authorized Cardholder Signature \_\_\_\_\_

Staff \_\_\_\_\_