

FOR OFFICE USE ONLY: Application No.: _____ Received By: _____ Date: _____
 Usage Fee: _____ Deposit: _____

FACILITY RESERVATION REQUEST

**Baldwin County Commission
 Central Annex, 22251 Palmer Street, Robertsdale, AL 36567
 Telephone: (251) 972-8555**

Contact Person(s) Name:	
Group/Organization Name:	
Address:	
Telephone Number(s):	
Email:	
Facility Requested/Location: (Please check all that apply)	<input type="checkbox"/> Bicentennial Park - Pavilion (\$75 Usage Fee) <input type="checkbox"/> Bicentennial Park - The Historic Montpelier Methodist Church (\$500 Usage Fee in the form of check or money order payable to Baldwin County Commission. This fee includes \$200 refundable security deposit, which will be refunded upon inspection of facilities. Facilities must be left in pre-event condition.) <input type="checkbox"/> Bicentennial Park - Other: _____ <input type="checkbox"/> Live Oak Landing - Boat Launch (\$5 Daily Boat Launch fee and \$75 Yearly Boat Launch Pass) <input type="checkbox"/> Live Oak Landing - Pavilion (\$75 Usage Fee) <input type="checkbox"/> Live Oak Landing - Other: _____
Describe the Event Activity / Purpose:	
Date(s) of Event:	
Time(s) of Event:	
Number of People Attending:	
Number of Boats Anticipated: (Applicable to fishing tournaments)	

Regardless of a reservation made, the public is allowed to use the above properties during the hours the properties are open to the public.

Setting up prior to a function and clean up after shall be the responsibility of the user.