



**CITY OF SALEM, MASSACHUSETTS**  
**PARK, RECREATION & COMMUNITY SERVICES**  
 401 Bridge St, Salem, Mass.  
 Tel. (978) 744-0924 x43011

Patricia O'Brien  
 DIRECTOR

SALEM WILLOWS GAZEBO RESERVATION APPLICATION

APPLICATION IS TO BE RECEIVED A MINIMUM OF 21 DAYS PRIOR TO REQUESTED DATE

Name of applicant \_\_\_\_\_

Street address of applicant \_\_\_\_\_ City \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Description of the event (cook-out, birthday party, etc.) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration fee: Resident- \$75.00 Non-resident: \$150.00 Payment Received (date) \_\_\_\_\_

- This reservation is for the Willows Gazebo across the street from the tennis courts, up on the hill.
- Trash Policy: trash in/ trash out, permit holder is responsible for all trash, no confetti.
- Permit holder will be responsible for any damage to the gazebo, during the event.
- Approved permit must be on site during the time of the permitted reservation.
- Copy of the drivers' license from applicant may be required to support residency.
- Reallocation or subletting of the Gazebo is strictly prohibited.
- No amplified sound during the event, without prior P&R Commission approval.
- Permitted group is responsible to adhere to Salem Park & Rec. Park and playground rules.
- Gas grills only, no charcoal grills.
- Approve tents/canopies larger than 120 square feet require a City of Salem building permit.
- No vehicles allowed off road and into the park.
- Fee is non-refundable. Applicants can reschedule due to inclement weather if a date is available. P&R must be notified within 24 hours of cancellation to receive rescheduling credit.

NOTE: This permit application is only used to reserve time at the Gazebo. An approved permit does not give permission to have any type of amusement, inside or outside of the Gazebo. (Mechanical rides, animal rides, bouncy house, etc.)

FOR OFFICE USE: Director Approval \_\_\_\_\_ Date \_\_\_\_\_