

**APPLICATION FOR USE OF TILGHMAN LAKE PAVILION  
PLEASE PRINT INFORMATION REQUESTED**

Applicant's name: \_\_\_\_\_

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

Physical address: \_\_\_\_\_

Phone Numbers: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

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

**Copy of APPLICANT ID and PROOF OF RESIDENCY IDENTIFICATION required**

**DAY/DATE REQUESTED** If permit is for more than one day, please list all dates requested. La Plata residents may reserve the pavilion up to 6 months in advance with a maximum of 4 active reservations. La Plata businesses or organizations may reserve the pavilion up to 4 months in advance with a maximum of 3 active reservations. Non-residents, business, and organizations not located in La Plata may reserve the pavilion up to 2 months in advance with a maximum of 2 active reservations.

Day of Week	Date	Specify the Type of Activity (child's or adult birthday party, family reunion, etc.)



**Fees:** The facility is rented as a full day. No discounts given based on the length of the event. You may arrive as early as dawn and must depart by dusk. There will be a **\$150.00** refundable deposit required in addition to the non-refundable pavilion rental fee. The deposit is required of ANY/ALL type of permit user. Deposits will be refunded within approximately two to three weeks following the event if, inspection of the facility show no damage or violations. The refund will be issued and mailed to the applicant on the permit.

Town Resident	\$ 186	X Number of days _____	= Total _____
La Plata business or organization (physically located in La Plata)	\$ 186	X Number of days _____	= Total _____
Non-residents, businesses, and organizations not located in La Plata	\$ 315	X Number of days _____	= Total _____

**Cancellations/Refunds:** All applicant cancellations (5) or more business days before an event will result in an 85% refund. All applicant cancellations less than (5) business days before an event will result in a 25% refund. No refunds or rescheduling will be issued for inclement weather conditions.

**Applicant Responsibilities:** The facility is subject to inspection during each rental by the Town in order to assure proper use of the property in compliance with park Conditions and Rules (listed on back). The facility will be inspected after each rental. **Permit must be in the possession of the person/applicant to whom it is issued and shown upon request of an authorized Town of La Plata employee.**

The applicant agrees to leave the facility clean and orderly. NO NAILS, STAPLES, HOOKS, TAPE, or other materials that may damage the shelter may be used. The applicant is also responsible for the conduct and good order of the group.

Problems contact : 301-932-3870  
 Emergencies: call 911 (park address is 10598 Box Elder Road, La Plata, MD)  
 The Facility is not staffed on a regular basis

# CONDITIONS AND RULES OF TOWN PARK USE

**These Conditions and Rules have been developed for the protection and enjoyment of all users of Tilghman Lake Park. The Conditions and Rules will be followed by all users. There will be no exceptions.**

1. Persons entering the park will be identified on video cameras throughout the park.
2. The Town of La Plata will not be responsible for lost or stolen personal equipment or property. The Park is not staffed on a regular basis.
3. The Town of La Plata will not be liable for any injuries sustained by any individuals using Park facilities.
4. The applicant shall bear the cost of replacement or repair to any part of the facility that is damaged during activity under the control of the applicant.
5. NO NAILS, STAPLES, HOOKS, TAPE, or other materials that may damage the shelter may be used to hang decorations. **Damaging the shelter will cause a loss of the entire deposit.**
6. Decorations and signs may be attached with string or other non damaging materials to the permanent hooks provided in each post. All string and other materials must be carefully removed.
7. Picnic tables or any other Town property shall not be removed from under Pavilion or moved to any other site.
8. The applicant must be at least 21 years of age.
9. NO ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON PARK PREMISES.
10. NO SMOKING IS PERMITTED ANYWHERE ON PARK PREMISES.
11. The applicant is responsible for cleaning up Park facilities after their use. Waste must be put in waste receptacles.
12. If your event generates more trash than can fit in the provided receptacles, you must take it with you. Overflowing waste receptacles and waste on the ground is not permitted.
13. There shall be no loud or amplified music or PA systems of any kind.
14. All fees for Park use are payable upon issuance of the permit.
15. The Park is closed at dusk.
16. No swimming, wading, or ice skating. Fishing is permitted from the shoreline and is catch and release. All Maryland Natural Resource laws apply.
17. No camping, open ground fires, firearms, fireworks, wood gathering, hunting, or trapping.
18. All animals must be leashed, harnessed or otherwise similarly restrained and accompanied by its keeper. All excreta must be immediately removed and disposed of in a sanitary manner.
19. All vehicles must be parked in the parking lot. No motorized vehicles (except for authorized vehicles) permitted on trails or road past restrooms around the lake.
20. No moon bounce, dunk tank, pony rides, etc.
21. Rental is for the pavilion only. Park remains open for public use and other small picnic shelters and grounds are on first come first served basis.
22. Collection of fees, advertising, sale of merchandise or food products are all prohibited.

**I HAVE READ AND AGREE TO ADHERE TO ALL THE CONDITIONS AND RULES OF THIS PERMIT. VIOLATIONS WILL RESULT IN LOSS OF DEPOSIT AND RESERVATION PRIVILEGES:**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS AREA TO BE COMPLETED BY TOWN HALL OFFICE STAFF:**

**Application Approved**

- \_\_\_\_\_
- Copy of Applicant ID
- Copy of Proof of Residency Identification

- Town Resident (6 month advance reservation from today's date)
- Town Business (4 month advance reservation from today's date)
- Non-Resident (2 month advance reservation from today's date)



**Facility Rental fee:** \_\_\_\_\_  
Date(s)                      Amount

**Deposit received:** \_\_\_\_\_  
Amount

Post Event Facility Inspection Report Received and attached to this form

Amount of Deposit to be returned \_\_\_\_\_

Deposit Returned