

(Please see reverse side for Instructions and Rules)

No. \_\_\_\_\_  
Date: \_\_\_\_\_

**TOWN OF BARRE**

**PICNIC SHELTER RESERVATION BILLING FORM**  
(Maintenance Supervisor to Town Clerk's Office)

Group/Family Name: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_.

Name and Mailing Address of Responsible Person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_.

Number of people expected: \_\_\_\_\_

Amount to be billed: \$ \_\_\_\_\_ GL (011-347-700)

.....  
(Town Clerk's Office to Maintenance Supervisor)

Date Received: \_\_\_\_\_ Date Billed \_\_\_\_\_ AR# \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

Date Paid \_\_\_\_\_

Reservation Confirmed: \_\_\_\_\_

## Instructions on completing Reservation Form and Rules when reserving the Town of Barre Picnic Shelter

- Complete all information regarding your reservation
- Your reservation can be mailed to the Town Manager's office at P.O. Box 116 Websterville Road, Websterville, VT 05678, or faxed to 802-479-9332
- There is a minimum charge of \$50 to use the shelter. An additional fee of \$1 per person will be charged for a group over fifty people
- Payment must be made by prior to your event
- Once your reservation has been received and payment made you will receive a Confirmation Certificate. **Be sure to have the Certificate with you the day of your event**
- On the day of your event, if there are any problems, or conflicts with another group or people call the Barre Town Police Department at 479-0509
- Be aware of the time you expect to be using the shelter. This includes setting up, taking down and cleaning the shelter area. Other groups maybe using the shelter before or after your event
- Notify the town offices (479-9331 or [offices@barretown.org](mailto:offices@barretown.org)) as soon as possible to cancel the reservation
- Alcohol is not permitted on the premises
- Animals are allowed on the premises. Please have them on a leash and pick up after them