**-**

**City of Three Way**

**190 Three Way Lane, Three Way, TN 38343**

**731-784-7782**

**PINE HILL PARK RENTAL RESERVATION POLICY**

**(Reservations Apply to Pavilion Picnic Tables Only)**

**Park Hours: 6:00 AM – 8:00 PM**

*(Modified Park Hours due to COVID-19 Pandemic effective 10/12/2020)*

**Reservation forms and rental fees must be received in person at City Hall at 190 Three Way Lane, Three Way, TN. Reservation forms may be obtained at City Hall or on the city’s website at *cityofthreeway.org***

* Once the completed registration form and fees are received at City Hall, the date will be posted on the City’s calendar and park kiosk. If your event is not posted on the park kiosk, this means your event has not been confirmed.
* The pavilion cannot be rented during the current calendar year for the following year. Pavilion rentals for the current year will begin on the first working day in January.
* The pavilion will remain open to the public on State and Federal holidays and will not be reserved on those days.
* Anything rented or acquired from an outside vendor/company/business (i.e., jumpers, tents, caterers, etc.) need to have prior approval from the Mayor and will require a proof of liability insurance form from said vendor/company/business.
* Anyone using the facilities is responsible for clean up afterwards. The City asks that you leave the facility as you found it. *Setup and cleanup shall be accomplished during your time slot.*
* Anyone using the facilities must adhere to the rules of the park/pavilion posted at the park.
* **Rental fees are non-refundable due to lack of pavilion cleanliness, inclement weather, or failure on the part of the pavilion user to use the pavilion on the date reserved in compliance with City Council requirements.**
* As there are two sides to the pavilion, the side of the pavilion secured for the confirmed event is on a first-come, first-serve basis.
* The pavilion may be rented every day of the week, including State and Federal holidays.
* Scheduled times and fees for pavilion rentals are as follows:

 **THREE WAY RESIDENTS** **NON-RESIDENTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Times** | **Space** | **Fee** |  | **Times** | **Space** | **Fee** |
| 9:00 AM – Noon | 1 Side | $25 |  | 9:00 AM – Noon | 1 Side | $40 |
| 1:00 PM – 4:00 PM | 1 Side | $25 |  | 1:00 PM – 4:00 PM | 1 Side | $40 |
| 4:30 PM – 7:30PM | 1 Side | $25 |  | 4:30 PM – 7:30 PM | 1 Side | $40 |
| Full Day (9:00 AM – 7:30 PM) | 1 Side | $75 |  | Full Day (9:00 AM – 7:30 PM) | 1 Side | $120 |
| Full Day (9:00 AM – 7:30 PM) | 2 Sides | $150 |  | Full Day (9:00 AM – 7:30 PM) | 2 Sides | $240 |

**ALL AREAS OF PINE HILL PARK ARE ALWAYS OPEN TO THE PUBLIC**