

**CITY OF DUNCAN  
PARKS DEPARTMENT  
Reservation Form**

**Facility Requested:**

- \_\_\_\_\_ Fuqua Gazebo
- \_\_\_\_\_ Pirkle Pavilion
- \_\_\_\_\_ Oil Derrick
- \_\_\_\_\_ W. D. Murphy Pavilion (Douglass)
- \_\_\_\_\_ John "Bird" Stevenson (Douglass)
- \_\_\_\_\_ OTHER \_\_\_\_\_

**Date of Use:**

**Month:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Day of Week:** \_\_\_\_\_

**Time: From:** \_\_\_\_\_ **Until:** \_\_\_\_\_

Estimated Event Attendance: \_\_\_\_\_

To Be Used For: \_\_\_\_\_

Requested By: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Reservations may be made at any time during the calendar year of the event. Reservations will be confirmed in the order in which written requests are received. The Parks/Cemetery Office is located at 1910 Cypress, just inside the Duncan Municipal Cemetery. Office hours are Monday - Thursday 7:00 a.m. to 5:30 p.m.. The Parks/Cemetery number is (580) 470-2088 and the fax number is (580) 470-2082.

**HOLD HARMLESS CLAUSE:** The Group agrees to hold the City of Duncan harmless for any and all personal injury accidents or any incident involving personal or real property which may occur as a result of the facility by Group. The Group further agrees to indemnify the City of Duncan for any such claims arising from said accidents or incidents.

\* All organizations, businesses, and events other than personal requests (eg: birthday parties, family reunions, etc.) are required to provide the City of Duncan with a "CERTIFICATE OF LIABILITY INSURANCE" prior to their event naming the City of Duncan as the insured.

\* If your event will have any type music played through an amplifier or loud speaker you are required to get a noise permit from the Duncan Police Department prior to your event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ for the City of Duncan on this  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.