

**PROGRAM RESERVATION REQUEST FORM**

After submitting this Program Reservation Request form by E-mail, you will get a confirmation back from the Park Office letting you know if there is room in the requested program and that your reservation has been accepted.

ONCE YOUR RESERVATION HAS BEEN ACCEPTED, PLEASE PRINT THIS FORM AND SEND IT WITH YOUR PAYMENT! You will then have 5 business days in which to send in your payment to the Park Office. (See below for details).

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Daytime Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

1. Program Name: \_\_\_\_\_

Program Date: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Price per Attendee: \_\_\_\_\_ Total for Program: \_\_\_\_\_

2. Program Name: \_\_\_\_\_

Program Date: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Price per Attendee: \_\_\_\_\_ Total for Program: \_\_\_\_\_

3. Program Name: \_\_\_\_\_

Program Date: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Price per Attendee: \_\_\_\_\_ Total for Program: \_\_\_\_\_

**Total Payment Enclosed: \_\_\_\_\_**

**Reservations are required for all programs, unless otherwise specified. Payment must be made within 5 business days of your reservation or the reservation will be yielded to the waiting list. All payments are donations and non-refundable unless CVP cancels the program.** All events are rain or shine unless a rain date is specified. Program leaders will call registered participants **only** in the event of cancellation at least 1 hour before program start. **Make checks payable to: Cromwell Valley Park Council (CVPC). The Parks Mailing Address is:** Cromwell Valley Park, 2002 Cromwell Bridge Road, Baltimore, MD 21234.

These programs are designed for individuals and families. They are not designed to provide childcare. Therefore, parents are encouraged to discuss attendance expectations with their children. Park staff cannot detain youth wishing to leave at any time.

If you would like to arrange a program for a group or an organization, make reservations, or need special accommodations, please contact the park office: **Phone:** 410.887.2503, TDD: 410.877.5319. **Email:** info@cromwellvalleypark.org. **Fax:** 410.823.5857. Children under 13 years of age must be accompanied by an adult. Should you require special accommodations (i.e., language interpreter, large print, etc.) please give as much notice as possible by calling the park office 410.887.2503, or the therapeutic office at 410.887.5370.