



Havelock Parks and Recreation Reservation Request Form



Return Address: 1 Recreation Drive, Havelock, NC 28532

Phone: (252) 444-6429

Fax: (252) 463-1802

APPLICANT NAME _____ EVENT _____

ADDRESS _____

PRIMARY PHONE _____ SECONDARY PHONE _____

EMAIL _____

BRIEF DESCRIPTION OF EVENT _____

DATE OF EVENT _____ TIME OF EVENT _____ - _____

EXPECTED ATTENDANCE (APPROXIMATE) _____

ITEMS INCLUDED IN RENTAL: _____ TABLES _____ CHAIRS _____ BOUNCE HOUSE

_____ TENT (ANYTHING OVER 10' X 10' MUST BE INSPECTED)

_____ OTHER (PLEASE DESCRIBE) _____

FACILITY REQUESTED (CHECK ONE)

ROOM	FEES	ROOM SIZE/CAPACITY
Conference Room	\$12.50/hour (City Resident) _____ \$15.00/hour (Non-City Resident) _____	21' x 13' Maximum Occupancy: 18 (With Tables & Chairs) Maximum Occupancy: 39 (With Chairs Only)
Arts & Crafts Room	\$12.50/hour (City Resident) _____ \$15.00/hour (Non-City Resident) _____	14' x 25' Maximum Occupancy: 23 (With Tables & Chairs) Maximum Occupancy: 50 (With Chairs Only)
Recreation Center Gymnasium	\$25.00/hour (City Resident) _____ \$35.00/hour (Non-City Resident) _____	100' x 80' Maximum Occupancy: 533
Walter B. Jones Pavilion	\$30.00/4 hours (City Resident) _____ \$40.00/4 hours (Non-City Resident) _____	N/A
City Park (Lions Shelter)	\$30.00/4 hours (City Resident) _____ \$40.00/4 hours (Non-City Resident) _____	N/A
City Park (Shelter #2)	\$30.00/4 hours (City Resident) _____ \$40.00/4 hours (Non-City Resident) _____	N/A
Rec. Center Shelter	\$30.00/4 hours (City Resident) _____ \$40.00/4 hours (Non-City Resident) _____	N/A
Recreation Complex (Field # _____)	\$30.00/hour - With Lights (City Resident) _____ \$15.00/hour - Without Lights (City Resident) _____ \$50.00/hour - With Lights (Non-City Resident) _____ \$25.00/hour - Without Lights (Non-City Resident) _____	N/A
Park Lease (Major Event or Fundraiser)	\$200.00/day (City Resident) _____ \$250.00/day (Non-City Resident) _____ \$1,000.00 Liability Insurance \$1,000.00 Refundable Deposit (Electric Turn-On and Usage Fee)	N/A
Table Rental	\$5.00/Table _____ (Number of Tables Needed)	6' Table (Seats 6-8)
Chair Rental	\$1.00/Chair _____ (Number of Chairs Needed)	N/A

USE OF FACILITY AND PARKS RULES & REGULATION (PLEASE READ AND SIGN BELOW)

1. Any and all fees must be paid to the City of Havelock Parks and Recreation Department in advance.
2. No alcoholic beverages are permitted on city property, in accordance with City Ordinances (130.09 A-F).
3. Weapon restrictions in accordance to City Ordinance (130.04) must be observed.
4. No animals are permitted on city property, in accordance with City Ordinances (90.45-90.47).
5. The applicant assumes complete responsibility for all damages to city property incurred by use or misuse.
6. The applicant assumes complete responsibility for actions of all guests on city property.
7. **Havelock City Parks may not be used for the purchase or selling of goods or services, of any kind.**
8. Fires are restricted to grills, without exception.
9. User is responsible for cleanliness of facility after use. Place all trash, garbage, empty bottles, empty cans, paper, etc. in containers provided. Please leave the park area as clean as you would like to find it next time you come to use it!
10. Automobiles and other modes of transportation must be parked in designated areas only.
11. All city parks close at dark.
12. The City of Havelock Parks and Recreation Department reserves the right to deny any rental application where the proposed event is deemed to conflict with planned programs or existing rental agreements, or if the occupancy shall operate to the discredit of the Havelock Parks and Recreation Department and/or the City of Havelock.
13. Any matters not herein expressly provided for shall be decided by the judgement of the City of Havelock through the City Manager or his/her designee and such decision shall be binding.
14. **Tents over 10' x 10' cannot be used after 5:00 PM on Friday and before 8:00 AM on Monday. Tents over 10' x 10' must be inspected.**
15. **Bounce House Rental Requirements – A \$1 million liability insurance policy is required. The City of Havelock must be added to the insurance policy. A permit and inspection is required by the City of Havelock, if bounce houses are over 120 square feet total.**
16. **NO REFUNDS ARE GIVEN WITHOUT AUTHORIZATION FROM THE PARKS AND RECREATION DIRECTOR.**
17. I have ready and agree to abide by all the rules and regulations listed above.

SIGNATURE

DATE

OFFICE USE ONLY

Request Received By _____ Date _____

Amount Paid _____ Receipt # _____ Cash / Check# _____

Approved _____ / Denied _____ Approved By _____ Date _____

If Denied, Reason for Denial _____

Scheduled Entered By _____ Date _____

Bounce House Insurance Policy Approved _____ Date _____

Bounce House Permit/Inspection Required: YES / NO