

Facility Rental Permit

ELKIN RECREATION & PARKS DEPARTMENT
PO BOX 345, ELKIN NC 28621 PH: (336)794-6478 #1 FAX:(336)794-6464

Elkin Recreation & Parks Department offers several areas to rent for birthday parties, family reunions and special events. All rentals are based on a three (3) hour time segment. All renters must show proof of residency at the time of payment. This is a public document and the information listed on this form is open to the public. Refunds are not provided on facility rentals.

Name of person renting facility?

Street Address

City

State

Zip Code

Best Phone Number

Secondary Phone Number

E-mail Address:

Which facility do you plan rent?

If the facility you want to rent is not listed, please indicate below:

Start Time?

Date of Rental?

Finish Time?

Estimated number of participants?

Purpose of Rental?

If a Special Event, Renter will need to complete a Special Event Permit due upon payment.

If other, please explain:

I would like this event listed on <http://whatsupinelkin.com> ?

Yes

No

REGULATIONS, WAIVER & RELEASE

The Permitted user does agree to the responsibility for the following:

- * To cause the permitted used area or facility to be free from debris and trash after the completion of the use, with the facility or area to be in the same condition that it was prior to the beginning of the use; that any and all tables and chairs and otherwise equipment belonging to the user otherwise used during such an event of replacement of any and all items of properties belonging to the Town of Elkin, which might be in use by the user, which might be misplaced, damaged or destroyed.
- * The user assumes the responsibility for any and all claims, damages or other actions arising out of the use of the facility or area, permitted to be used; and further agrees to indemnify and hold the Town of Elkin free and harmless from any actions and claims.
- * That upon request, the user shall provide proof of coverage for insurance or bonding to cover liabilities which might result, as a result of the used area or facility to be used.
- * That the use of the facility or area shall be subject to the Code of Ordinance for the Town of Elkin, The North Carolina General Statutes and such policies and procedures of the Recreation and Parks Department, especially as to alcoholic beverages, drugs, gambling, firearms, etc. There shall be NO SMOKING allowed in any area of the Recreation Center.
- * Shelter Rates are based on a three (3) hour period. Any set-up time or clean-up time is to be included in the allotted rental time.
- * Anyone requesting the use of a personal golf cart must have prior approval by the director of recreation and parks and only persons with a valid state issued drivers license are eligible to operate within the park property.
- * All fees must be paid at least two (2) weeks prior to the event. The deposit must be paid in full at the time of booking.
- * All rental bookings are made on a first-come, first-serve basis and facilities are not reserved until rental is paid in full. Reservations over the phone are not taken.
- * Driving of personal vehicles is prohibited within the park. be prepared to walk/carry all supplies to the shelters.
- * Any concession, commercial or profit making enterprise is prohibited except under written permission from the recreation & parks director.

By signing below, I agree to the above regulations and waiver & release:

Date of Signature

OFFICE USE ONLY

Shelter#1 Rental Price:

Town Residents: \$25.00 (First 3 hours) \$5 each additional hour Non-Residents: \$45.00 (First 3 hours) \$5 each additional hour

G&B Shelter Rental Prices:

Town Residents: \$20.00 (First 3 hours) \$5 each additional hour Non-Residents: \$35.00 (First 3 hours) \$5 each additional hour

Band shell Rental Price:

Town Resident: \$50.00 (First 3 hours) \$5 each additional hour Non-Resident: \$100.00 (First 3 hours) \$5 each additional hour
\$25.00 additional if electrical is required \$100 Security Deposit (Deposit is eligible for refund if site is undamaged and clean of debris/trash)

Multi-Purpose Room and Gym Rental

Floor is free from trash and debris, spills mopped up

All authorized decorations are removed

Outside Rentals

SPECIAL EVENTS FORM IS ATTACHED IF NEEDED?

Area is free from trash and debris and placed in trash cans

All authorized decorations are removed

Renter will not drive within the park, nor will they park cars at the shelter (unless pre approved)

No confetti or small material that could blow all over the park

No helium tanks are to be put in the trash (The park has no way of disposing of them)

No alcoholic beverages

Pool Only: No Glass Containers

Pool Only: No Smoking

Staff Initials: _____ **Receipt #:** _____ **Date Paid:** _____ **Fee Total:** _____