



TARBORO PARKS & RECREATION APPLICATION FOR RESERVATION OF PICNIC SHELTER

Today's Date: _____

Name of Organization, Agency or Family _____

What will the shelter be used for? (i.e. picnic) _____

Date(s) of Event _____ Hours: From _____ to _____

Day(s) of Week _____ Set-Up Time _____ Tear-Down Time _____

Name of Shelter _____ Number of People Expected _____

Name of Applicant _____

Address _____

Contact Phone _____ E-mail Address _____

Failure to follow the rules and reservation procedures may cause the event to be cancelled and lose of all fees.

RESERVATION FEES: MUST BE PAID IN ADVANCE

Shelter Fee Town Resident -\$25 Non-Resident- \$50

Clean-Up Resident/Non Resident- \$50
(Refundable)

Area will be inspected by staff at the conclusion of the event.
This area must be clean and free from damage to be eligible
for clean-up deposit refund.

Person (user) completing the application is **REQUIRED** to be at the event from start to finish. The user is liable for all damages occurring during usage and responsible for all clean-up. Alcoholic beverages, drugs, and smoking are prohibited in the building and on the grounds.

I (we) have read and understand the rules and requirements for the use of this facility, and certify that information stated herein is true and complete and that I (we) will compensate the Town of Tarboro for all damages incurred to the property/facility and any other costs incurred by the Town as a result of my use. Furthermore, I (we) acknowledge that in consideration of this reservation, I (we) assume all risks of injury to myself and others and I (we) agree to hold harmless and indemnify the Town of Tarboro from any and all loss and damage incurred as a result of activities of the property/facility, excepting only those injuries caused by negligence on the part of the Town.

Applicant Signature _____

Date _____

OFFICE USE ONLY: Reservation Fee _____ Clean-Up Deposit _____

Receipt Number _____ Date Paid _____ Rec. by _____

Renter Cleaned Up : YES _____ NO _____

Staffing Signature: _____ Date: _____ Time: _____

Note: If User is not eligible for Clean-Up Deposit Return— this form needs to be reviewed by Director of Parks and Recreation Department.



TARBORO PARKS & RECREATION RULES AND RESERVATION PROCEDURE FOR PICNIC SHELTERS

1.) Shelter and Park Rules:

- Alcoholic beverages, drugs and smoking are prohibited.
- Parks are open from sunrise to sundown.
- Reserving group is responsible for clean-up after use.
- Park vehicles in designated areas only. Do not park vehicles next to shed during event.
- Do not nail or staple items to shed.
- Reservation is valid ONLY for the shed indicated.
- Keep pets leashed and dispose of pet waste in designated areas.

2.) Special Event Applications must be submitted in addition to completion of a community reservation form for the following requests. These forms are obtained from the Administrative offices of Tarboro Parks and Recreation Department.

- Reserved use of center and grounds (weddings, reunions, walks/races, festivals, etc.).
- From which money is raised in any manner.
- Which includes outside vendors.
- At which amplification of sound is used.
- Which require special equipment such as tents, games, rides, blow up bouncers and other items, etc.

3.) Refunds will not be given for inclement weather or cancellations less than 7 days prior to reserved date.

4.) Person (user) completing the application is responsible for clean-up and liable for all the damages occurring during usage. The user is liable for all the damages occurring during usage. The user will arrange facility back to the way it was set-up prior to the event. The user will make use of only the area assigned on the reserved date and time. The user will insure that all litter, debris, and trash generated during the rental is placed in proper containers or removed from the park. The user will be responsible for all their invited guests' actions. Staff will only contact or communicate with user during and after event.

**Thank you,
Parks and Recreation Staff**