



# TARBORO PARKS & RECREATION APPLICATION FOR RESERVATION OF INDIAN LAKE PARK PAVILION

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

Name of Organization, Agency or Family \_\_\_\_\_

What will the area be used for? (i.e. picnic) \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

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

Number of People Expected \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Fax \_\_\_\_\_

Indian Lake Park reservation hours are 12:00 noon until 5:00 pm. Staff will not be on site any earlier or later unless discussed with main office at the time of reservation. If hours for set-up or tear-down are needed, a \$20 per hour attendance fee must be paid in advance. Failure to follow the rules and reservation procedures may cause you to lose your refundable clean-up fee.

**CLEAN UP FEE AND BUILDING USE FEE MUST BE PAID IN ADVANCE.**

Clean up fee: **\$50** (refundable) **WHITE PAYMENT RECEIPT IS REQUIRED FOR REFUNDS.**  
Please keep your receipt.

Building Use for Town Resident - **\$150** Out of Town Resident - **\$200**

Person (user) completing the application is responsible for clean-up. The user is liable for all damages occurring during usage. The user will arrange the building back to the way it was set-up prior to the event. The user will make use of only the area assigned on the above 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. Alcoholic beverages, drugs, and smoking are prohibited in the building and on the grounds.  
**INDIAN LAKE SPORTS COMPLEX IS NOT AVAILABLE FOR USE WHILE RENTING THE PAVILION.**

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: Clean-Up Fee \_\_\_\_\_  
Date Paid \_\_\_\_\_

Building Use Fee \_\_\_\_\_ Staff Fee \_\_\_\_\_  
Rec. by \_\_\_\_\_

**TARBORO PARKS & RECREATION  
RULES AND RESERVATION  
PROCEDURE FOR INDIAN LAKE PARK PAVILION**

1.) 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 nail or staple items to shelter.
- Reservation is valid ONLY for the shed indicated.
- Keep pets leashed and dispose of pet waste in designated areas.

2.) Special use applications must be submitted for the following requests:

- Reserved use of 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, etc.

3.) Refunds will not be given for inclement weather or cancellations less than 14 days prior to reserved date.

4.) Reservation information:

Person (user) completing the application is responsible for clean-up. 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.

**REMEMBER Indian Lake Park has been designated, constructed and operated as a nature park. Wildlife is abundant which includes waterfowl in and around the lake.**