



# NEW BERN PARKS & RECREATION USE OF SHELTER/OPEN SPACE REQUEST FORM



Park Requested: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Organization Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Shelter/Open space requested: \_\_\_\_\_ Purpose/Use: \_\_\_\_\_

REQUESTING THE USE OF ELECTRICITY \_\_\_\_\_ YES \_\_\_\_\_ NO Purpose: \_\_\_\_\_

REQUESTING ACCESS GATE OPEN FOR THIS RESERVATION \_\_\_\_\_ YES \_\_\_\_\_ NO Reason: \_\_\_\_\_

Requesting use of Alcohol (See back page for requirements) \_\_\_\_\_ YES \_\_\_\_\_ NO

NUMBER OF PERSONS EXPECTED FOR EVENT: \_\_\_\_\_ If admission fee, please state amount : \_\_\_\_\_ ( see Rule #5)

**Tents and Amusements (i.e.; Bounce Houses) cannot be used without written approval from NBPR and an insurance policy naming the City of New Bern as an additional insured.**

Date of Activity: \_\_\_\_\_ FROM TIME: \_\_\_\_\_ am \_\_\_\_\_ pm TO TIME \_\_\_\_\_ am \_\_\_\_\_ pm  
(Check one) (Check one)

CHECK ANY "NON-FACILITY" FURNISHINGS THAT YOU WOULD LIKE TO BRING (MAY REQUIRE APPROVAL):

COOKER \_\_\_\_\_ STAGE \_\_\_\_\_ DJ/SOUND SYSTEM \_\_\_\_\_ OTHER-PLEASE EXPLAIN: \_\_\_\_\_

## USE OF FACILITY RULES AND REGULATIONS (PLEASE READ AND SIGN BELOW)

- Alcoholic beverages are prohibited without appropriate permit and permission from Parks & Recreation Department.
- User is responsible for any damages incurred during use of the facility. **USER MUST LEAVE FACILITY CLEAN.**
- Any and all fees for use of facility must be paid in advance.
- New Bern Parks & Recreation Department reserves the right to require large groups to obtain extra security personnel.
- City facilities may not be used for buying or selling of goods or services for profit without written permission from Director of Parks and Recreation Department.
- Any fees charged, including entry fees, must be fully explained. Please attach sheet with this information, if needed.
- Loud music and noise, which can be heard beyond the immediate area of the picnic shelter, is prohibited. This includes radios, record players, loudspeakers, amplifiers or persons playing musical instruments. City Ordinance 50, Section 42.
- When reserving multiple shelters for a specific date, cancellation policy applies to any cancellation(s) as stated on the "Proof of Reservation Form.
- Maximum reservation use of 12 hours unless pre-approved by New Bern Parks, Recreation & Cultural Resources.

I have read the above rules and regulations and agree to follow them. \_\_\_\_\_  
Signature (must be 18 or older)

REQUEST APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT No. \_\_\_\_\_

FEE: \$ \_\_\_\_\_ CLEANING DEPOSIT: \$ \_\_\_\_\_ -- STAFFING NEEDED: \_\_\_\_\_ YES \_\_\_ X \_\_\_ NO

STAFF ASSIGNED: \_\_\_\_\_ None

REQUEST DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

IF DENIED, PLEASE STATE REASON: \_\_\_\_\_

**Return Address:**  
New Bern Parks & Recreation - SWRC  
901 Chapman St.  
New Bern, North Carolina 28560  
Attention: Nancy Donahue, Office Assistant III  
Office: (252) 639-2919 Fax: (252-636-0676)

\_\_\_\_ Calendar  
\_\_\_\_ RecDesk

## Alcohol

Alcoholic beverages can be possessed, consumed, sold, or distributed at festivals upon the issuance of a public assembly alcohol permit, by adhering to all regulations, as stated in the City of New Bern Ordinances "Public Assembly and Parade Permits". The event applicant shall provide the City with all other state and local permits that allow the possession, consumption, sale, and distribution of alcoholic beverages. State permit(s) must be obtained from the State of North Carolina Alcoholic Beverage Control Commission. For further permit information, contact the State of North Carolina Alcoholic Beverage Control Commission at: 919-779-0700 or [www.abc.nc.gov](http://www.abc.nc.gov). Please attach a copy of the **permit and/or the license to the event application**. All permits relative to alcoholic beverages are required at least 10 days in advance of event occurrence.

If the event location is on City property, a written request for the use of alcohol must be submitted to the City Manager or designee at least 60 days prior to the event and after obtaining conditional approval for an event application by the Event Committee. Please send a copy of the written request to the Director of Parks and Recreation.

The event applicant is responsible for checking the identification of all persons being served alcohol, and for ensuring all persons acting as servers are age 21 or older. It is also the volunteer servers' responsibility to make sure that intoxicated persons are not served. If the event is a City of New Bern event or City of New Bern sponsored event, or it is held on City property, a list must be submitted with the names of the volunteer alcohol servers. In addition, those named on the list will be required to attend an education session conducted by local law enforcement prior to serving (additional cost may apply). Included in this session will be an overview of the alcoholic beverages laws, and the individual's liability in enforcing them. Even if the event is not on City property, not a City event, and not a City sponsored event, the educational seminar for servers is encouraged.

Note: approval and issuance of all permits will be conditional upon the event applicant obtaining an insurance policy in the amount of one million dollars (\$1,000,000.00) showing general liability, liquor liability, and workers compensation, and which names the City as an additional insured for the general liability and liquor liability. The policy shall remain in effect for the entire time period of the event.

### Electricity In Shelters

Park	Shelter	Y/N	Voltage	# outlets	How Connected
					overhead/underground
Glenburnie	Jaycee	Y	110	2	On light pole
	Lions	Y	110	4	On light pole
	Elks	N			
	Rotary	N			
Lawson Creek	Shelter #1	Y	120	4	Under ground
	Shelter #2	Y	120	4	Under ground
	Jack's Island	Y	120	1	On light pole
Ft. Totten	Shelter	N			
Pleasant Hill	Shelter #1	Y	120	4	Under ground
	Shelter #2	Y	120	4	Under ground
Union Point	Gazebo	Y	120	4	Under ground
	Stage	Y	120	3	Under ground
	Playground	Y	120	6	Under ground

Note:

Voltage: 120/240V 1Ø 120/240v 3ph 120/280v 1Ø 120/208 3Ø 277/480 3Ø

### Facilities without electric availability:

Glenburnie: Elks  
 Rotary  
 Ft. Totten