

NEW BERN PARKS & RECREATION
PICNIC AREA/SHELTER RESERVATION FORM

To reserve a shelter at one of our City of New Bern parks, an application must be submitted no earlier than Six (6) months prior to the desired reservation date and no later 48 hours prior to the reservation date. Payment in full must be made at the time of reservation. We accept the following forms of payment: Cash, Check Credit/Debit cards.

CONTACT INFORMATION:

Name _____	
Company/Group _____	
Address _____	
City _____	State _____ Zip code _____
Phone _____	Email _____

DATE OF EVENT: _____ **EXPECTED ATTENDANCE:** _____

TIME OF EVENT:

_____ ½ DAY 9:00am – 2:30pm _____ ½ DAY 3:00pm – 8:30pm _____ FULL DAY 9:00am – 9:00pm

***Note:** ½ Day rentals last up to 5 ½ hours. Full Day starts at 9pm and ends at 9pm or Sunset (whichever comes first)

PLEASE THE SHELTER YOU WISH TO RESERVE

<input type="checkbox"/> Fort Totten	<input type="checkbox"/> Glenburnie - Elks	<input type="checkbox"/> Glenburnie - Jaycee	<input type="checkbox"/> Glenburnie - Lions
<input type="checkbox"/> Glenburnie - Rotary	<input type="checkbox"/> Henderson #1	<input type="checkbox"/> Henderson #2	<input type="checkbox"/> Henderson #3
<input type="checkbox"/> Kidsville Shelter	<input type="checkbox"/> Lawson Creek #1	<input type="checkbox"/> Lawson Creek #2	<input type="checkbox"/> Lawson Creek – Jacks Island
Martin Marietta #1 (Future)	Martin Marietta #2 (Future)	<input type="checkbox"/> Pleasant Hill #1	<input type="checkbox"/> Pleasant Hill #2

DESCRIBE YOUR EVENT (Please be specific - *Birthday Party, Family Reunion, Graduation Party, etc...*)

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Is this event open to the public? Yes No
2. Do you anticipate more than 50 people attending this event? Yes No
3. Will you set up any tents? Yes No
4. Will you have any type of inflatable or stand-alone games at this event? Yes No
5. Will you be charging admission or collecting any fees for this event? Yes No
6. Will you be advertising this event? Yes No
7. Will you be selling anything? Yes No
8. Will there be any food or non-food vendors at this event? Yes No
9. Do you plan on putting signage up to promote this event? Yes No
10. Will activities be held outside of the shelter area? Yes No

If YES, please provide a detailed list (Attach additional information if needed):

*If you answered **YES** to any of these questions, a Special Event application **must be filled out** and submitted with your request.*

New Bern Parks and Recreation Shelter Rental Rules & Regulations

New Bern Parks and Recreation sanctions the use of Park Facilities in the City of New Bern, provided the use does not interfere with regular Parks & Recreation Department functions and operations. Shelters may be reserved to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Ordinances of New Bern.

1. **Hold Harmless:** Applicant agrees to save, defend, and hold harmless the City of New Bern, its agents/employees from any, and all claims for loss/damages, including any fees, fines or penalties (including legal fees and costs incurred) arising from the applicant's use or occupancy of any City of New Bern property for any activities conducted by applicant on that property.
2. The person filling this form out and signing the application is responsible for their activity and must be on site for the duration of the event, including set up and clean up.
3. Shelter Reservations are for use of shelter areas only and NO OTHER AREAS OF THE PARK. Groups wishing to have a special event in the park or requesting to use additional land within the park must submit a special event Application.
4. A reservation request may be made in person at Parks & Recreation Administration, 1307 Country Club Road, West New Bern Recreation Center, 1225 Pinetree Drive or online at www.NewBernNC.gov.
5. All decorations, equipment, paraphernalia, food, trash etc... provided by the applicant or their authorized representatives must be removed from the shelter area prior to the end of the contract period stated on the front of this application.
6. No staples, nails, tape, thumb tacks, etc., may be inserted into the shelter structure or ceiling.
7. No Rice, grain, confetti, etc., shall be thrown or distributed in the shelter area.
8. Groups wishing to have inflatables, pony rides, water features or other commercial type activities must complete a special event application.
9. No drugs, alcohol or tobacco products are allowed in the park.
10. Only applicants age 18 and older will be considered for approval.
11. The Director of Parks & Recreation reserves the right to deny any applications submitted.
12. Applicant is responsible for depositing trash in the proper receptacles. Picnic tables must be wiped down after use. Any trash or debris on the ground/area must be picked up and properly disposed of.
13. Any signs on park property must be approved in advance. This facility cannot be subleased.
14. Applicant shall be responsible for replacement cost of any damages that occur to the shelter/grills during the rental period. Parks & Recreation staff inspect the facility after each rental.
15. All vehicles must be parked in authorized parking spaces. No parking on the grass.
16. This property is subject to all ordinances of the City of New Bern. The City of New Bern noise ordinance is in effect. Loud music is not allowed. Parks & Recreation Staff and/or New Bern Police reserve the right to shut down the event if any rules and regulations are not followed.
17. A permit will be posted at each shelter designating the party, reservation date, time and location. In the event of problems, please call Grounds Maintenance at 252-639-2929 or 9-1-1.
18. Grills are available for cooking food only. Please make sure the fire is out before leaving the site.
19. Fire is allowed in grills only.
20. Shelters may be reserved during the reservation times listed on the front of this application, unless approved in writing by the Director of Parks and Recreation.
21. *A cancellation with less than 72 hours written notice shall result in forfeited facility rental fees, unless cancellation is weather related.
22. **Rental Rates are:**

SHELTER	City Resident		Non-Resident		Company/Org. (City)		Company/Org. (Non-City)	
	1/2 Day	Full Day	1/2 Day	Full Day	1/2 Day	Full Day	1/2 Day	Full Day
Fort Totten	\$20.00	\$30.00	\$30.00	\$40.00	\$25.00	\$40.00	\$35.00	\$50.00
Glenburnie								
Elks/Lions/Rotary	\$25.00	\$35.00	\$35.00	\$45.00	\$35.00	\$50.00	\$40.00	\$55.00
Jaycees	\$30.00	\$45.00	\$40.00	\$50.00	\$45.00	\$60.00	\$50.00	\$70.00
Henderson								
#1 or #2	\$20.00	\$30.00	\$30.00	\$40.00	\$25.00	\$40.00	\$35.00	\$50.00
#3	\$25.00	\$35.00	\$35.00	\$45.00	\$35.00	\$50.00	\$40.00	\$55.00
Kidsville	\$25.00	\$35.00	\$35.00	\$45.00	\$35.00	\$50.00	\$40.00	\$55.00
Lawson Creek								
#1 / #2 / Jacks Island	\$30.00	\$45.00	\$40.00	\$50.00	\$45.00	\$60.00	\$50.00	\$70.00
Martin Marietta								
#1 Canal	\$30.00	\$45.00	\$40.00	\$50.00	\$45.00	\$60.00	\$50.00	\$70.00
#2 Lake	\$45.00	\$60.00	\$55.00	\$70.00	\$50.00	\$65.00	\$55.00	\$70.00
Pleasant Hill Park								
#1 or #2	\$25.00	\$35.00	\$35.00	\$45.00	\$35.00	\$50.00	\$40.00	\$55.00

I understand and agree to the terms listed herein.

Signature of Applicant

Date

For Office Use Only

City Resident
 Non Resident
 Amount Paid: \$ _____
 Cash
 Check
 Credit Card