



Havelock Parks & Recreation Park/Facility Reservation Request Form

Please submit applications to:

**CITY OF HAVELOCK
PARKS & RECREATION DEPARTMENT
1 RECREATION DRIVE, HAVELOCK, NC 28532
PHONE: (252) 444-6439 - FAX: (252) 463-1802
Email: khardesty@havelocknc.us**

For information or assistance completing application, please contact Kelvin Hardesty (252) 444-6439

**Note: The contact information provided may be available to the public to allow citizens to contact the event organizer with relevant questions or concerns.*

Date of Application: _____ **Event Title:** _____

Event Type and Brief Description: _____

Location of Event: _____

**See list of parks/facilities available on Page 3*

**Tables and chairs are included in rental on indoor recreation center only*

Specify number needed

Tables: _____ *Chairs:* _____

Sponsoring Organization(s), if applicable: _____

Application Status:

Not for Profit, Federal Tax ID: _____

For Profit

Event Organizer/Contact Person: _____

Phone/Cell: _____ **Email:** _____

Mailing Address: _____

Event Website, if applicable: _____

Date of Event: _____ **Time of Event:** _____

Event Set-up date/time: _____ **Event Breakdown Time:** _____



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Estimated Event Attendance: _____

Approximate Number of Event Staff and Volunteers: _____

Have you held this event in previous years? Yes No

Is this an annual event? Yes No

Event Components (select all that apply)

Tents

- Approximate Number: _____
- Tents over 10 x10 must be inspected by City Building Inspector

Bounce Houses

- Approximate Number: _____
- City permit/inspection required if bounce houses are over 120 square feet
- \$1,000,000 liability insurance policy is required, naming the City of Havelock as an additional insured

Food Vendors

- Approximate Number: _____
- Food vendors must attain any required permitting as mandated by the Craven County Health Department

Merchandise Vendors

- Approximate Number: _____

Live Music

Amplified Sound

Vehicles/Cycles

- Approximate Number: _____

Other – Please specify: _____

ALCOHOL - Will there be alcohol at this event? Yes No

Any event involving the sale or consumption of alcohol in any capacity will require the following:

- Possession/submission of all required ABC permits
- Submission of proof to the City Manager, in advance of the event, of liability insurance covering event selling/serving alcoholic beverages in an amount not less than \$1,000,000 and naming the City of Havelock as an additional insured

**No alcohol beverages of any kind other than those sold at an event shall be possessed or consumed at such event. Consumption of alcoholic beverages sold at an event shall be possessed and consumed solely within the boundaries of the event.*



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AVAILABLE PARKS AND FACILITIES FOR LEASE

FACILITY	RESIDENT	NON-RESIDENT
Recreation Center Meeting Room or Arts & Crafts Room	\$12.50 per/hr	\$15.00 per/hr
Recreation Center Gymnasium	\$25.00 per/hr	\$35.00 per/hr
Park Pavilion (WBJ, City Park & Recreation Complex)	\$30.00 per/4 hrs	\$40.00 per/4 hrs
Recreation Complex (Ball field w/o lights)	\$15.00 per/hour	\$15.00 per/hour
Recreation Complex (Ball field with lights)	\$30.00 per/hour	\$30.00 per/hour
All League Facility Use	\$125.00 per team per season.	
Park Lease (Major event/Fundraiser)	\$200.00 per/day \$1,000,000.00 liability ins. \$1,000.00 refundable dep. (Electric turn-on and usage fees)	\$250.00 per/day \$1,000,000.00 liability ins. \$1,000.00 refundable dep. (Electric turn-on and usage fees)
Table Rental	\$5.00 each	\$5.00 each
Chair Rental	\$1.00 each	\$1.00 each



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USE OF FACILITY AND PARKS RULES & REGULATION (PLEASE READ AND SIGN BELOW)

1. Any and all fees must be paid to the City of Havelock Parks and Recreation Department in advance.
2. Any consumption/possession of alcoholic beverages must comply with City Ordinance (130.09), which includes approval of the City Manager and \$1 million liability insurance policy, listing the City of Havelock as an additional insured.
3. Observe all weapon restrictions in accordance with City Ordinance (130.04).
4. No animals are permitted on city property, in accordance with City Ordinances (90.45-90.47).
5. The applicant assumes complete responsibility for all damages to city property incurred by use or misuse.
6. The applicant assumes complete responsibility for actions of all guests on city property.
7. Fires are restricted to grills.
8. User is responsible for cleanliness of facility after use. Place all trash, garbage, empty bottles, empty cans, paper, etc. in containers provided. Please leave the park area as clean as you would like to find it next time you come to use it. In the event that site area is not cleaned after use, the applicant will be billed an additional clean-up fee by the City of Havelock.
9. Automobiles and other modes of transportation must be parked in designated areas only.
10. Vehicles may enter leased park for setup, loading and unloading purposes only. This does not include the use of dirt bikes, minibikes, golf carts or other off-road type vehicles.
11. All city parks close at dark.
12. The City of Havelock Parks and Recreation Department and/or City Manager reserves the right to deny any rental application where the proposed event is deemed to conflict with planned programs or existing rental agreements, or if the occupancy shall operate to the discredit of the Havelock Parks and Recreation Department and/or the City of Havelock.
13. Any matters not herein expressly provided for shall be decided by the judgement of the City of Havelock through the Recreation Director or his/her designee and such decision shall be binding.
14. Tents over 10' x 10' must be inspected by City Building Inspector.
15. Bounce House Rental Requirements – A \$1 million liability insurance policy is required. The City of Havelock must be added to the insurance policy. A permit and inspection is required by the City of Havelock, if bounce houses are over 120 square feet total.
16. **NO REFUNDS ARE GIVEN WITHOUT AUTHORIZATION FROM THE PARKS AND RECREATION DIRECTOR.**
17. I agree to conform to all city, state and federal laws and regulations.
18. I have read and agree to abide by all the rules and regulations listed above.

SIGNATURE

DATE



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OFFICE USE ONLY

Request Received By: _____ Date: _____

Amount Paid: _____ Receipt # _____ Cash / Check# _____

Approved _____ / Denied _____ Approved By: _____ Date: _____

If Denied, Reason for Denial: _____

Scheduled Entered By: _____ Date: _____

Bounce House Insurance Policy Approved: _____ Date: _____

Bounce House Permit/Inspection Required: YES / NO

Alcohol Event Approved by City Manager: YES/NO Date: _____

Insurance Policy Provided: _____

ABC Permits Obtained/Received: _____