



## PARK & AMENITY RENTAL FORM

3003 E. Oak Island Dr. - Oak Island - North Carolina

**All fees and documents must be submitted with this application in order to hold the date and amenity.**

### APPLICANT INFORMATION:

PRIMARY CONTACT NAME:

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ORGANIZATION/ENTITY INFORMATION (IF APPLICABLE):

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

**IS YOUR ORGANIZATION A 501C3?  YES\*  NO \*IF YES, PLEASE PROVIDE A COPY OF YOUR CERTIFICATION**

### EVENT DETAILS:

DATE(S) REQUESTED: \_\_\_\_\_

SPACE/AMENITY REQUESTED: \_\_\_\_\_

BRIEF EVENT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

TOTAL TIME REQUESTED (MUST INCLUDE SET UP & CLEAN UP): \_\_\_\_\_ HOURS

RENTAL START TIME: \_\_\_\_\_ AM / PM RENTAL END TIME: \_\_\_\_\_ AM / PM

EXPECTED ATTENDANCE: \_\_\_\_\_ RAIN DATE \_\_\_\_\_

**\*\*PAID PARKING WILL NOT BE WAIVED FOR EVENTS HELD BETWEEN APRIL 1ST – SEPTEMBER 30th\*\***



RENTAL FEES FOR COMMUNITY PARKS AND PARK AMENITIES

| PARK OR AMENITY  | RESIDENT RATE   | NON RESIDENT RATE   | TOTAL \$\$ PER AMENITY |
|--|---|---|------------------------|
| MIDDLETON PARK ANNEX   | 2 HOURS = \$25<br>4 HOURS = \$45                              | 2 HOURS = \$35<br>4 HOURS = \$45                              | \$ _____               |
| Cleaning Fee   | \$35.00   | \$35.00   | \$ _____               |
| Refundable Deposit   | \$50.00   | \$50.00   | \$ _____               |
| MIDDLETON PARK ANNEX AMENITIES:<br><br>• BALL FIELD<br>• AMPHITHEATER<br>• SHELTER<br>• PICKLEBALL (x12)<br>• TENNIS (x2)<br>• BASKETBALL COURTS | PER AMENITY<br>2 HOURS = \$25<br><br>4 HOURS = \$45           | PER AMENITY<br>2 HOURS = \$35<br><br>4 HOURS = \$55           | \$ _____               |
| SPLASH PAD<br>6PM – 8PM ONLY   | REFUNDABLE<br>DEPOSIT \$100<br>\$100 AN HOUR UP<br>TO 2 HOURS | REFUNDABLE<br>DEPOSIT \$100<br>\$100 AN HOUR UP<br>TO 2 HOURS | \$ _____               |
| SKATE PARK   | 2 HOURS = \$25<br>4 HOURS = \$45                              | 2 HOURS = \$35<br>4 HOURS = \$45                              | \$ _____               |
| BILL SMITH PARK  | 2 HOURS = \$25<br>4 HOURS = \$45                              | 2 HOURS = \$35<br>4 HOURS = \$45                              | \$ _____               |
| E.F. MIDDLETON PARK SHELTER  | 2 HOURS = \$25<br>4 HOURS = \$45                              | 2 HOURS = \$35<br>4 HOURS = \$45                              | \$ _____               |
| REGISTER PARK SHELTER  | 2 HOURS = \$25<br>4 HOURS = \$45                              | 2 HOURS = \$35<br>4 HOURS = \$45                              | \$ _____               |
| VETERAN'S PARK SHELTER   | 2 HOURS = \$25<br>4 HOURS = \$45                              | 2 HOURS = \$35<br>4 HOURS = \$45                              | \$ _____               |



## PARK & AMENITY RENTAL AGREEMENT AND PAYMENT :

### RENTAL AGREEMENT:

THE APPLICANT HEREBY AGREES TO HOLD THE TOWN OF OAK ISLAND, THE INDIVIDUAL MEMBERS THEREOF, AND ALL OFFICERS, AGENTS AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS DAMAGE, LIABILITY, AND COST OF EXPENSE THAT MAY ARISE IN ANY WAY BY SUCH LOSS OR OCCUPANCY OF PARK OR RECREATION FACILITY.

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND FULLY THE RULES AND REGULATIONS FOR RENTAL AND USE OF THE TOWN OF OAK ISLAND FACILITIES AND WILL SEE THAT MY ACTIVITY WILL ABIDE BY THESE RULES. I ALSO REALIZE THAT THE FACILITY CONTRACT IS GRANTED WITH THE UNDERSTANDING THAT THE TOWN OF OAK ISLAND HAS THE RIGHT TO CANCEL THE CONTRACT IF THE AGREED UPON FACILITY IS NEEDED FOR A TOWN SPONSORED EVENT.

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I WILL BE PERSONALLY RESPONSIBLE ON THE BEHALF OF THE APPLICANT FOR ANY DAMAGES SUSTAINED BY THE FACILITY, FURNITURE OR EQUIPMENT OCCURRING THROUGH THE OCCUPANCY OR USE OF SAID FACILITY BY THE APPLICANT.

RENTER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TOWN REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

REPRESENTATIVE'S NAME (PRINT): \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

PAYMENT: WE ACCEPT CASH, CHECKS (MADE OUT TO THE TOWN OF OAK ISLAND), AND CREDIT CARDS

### CREDIT CARD TYPE:

VISA  MASTERCARD  DISCOVER

NAME ON CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXP. MONTH: \_\_\_\_\_ EXP. YEAR: \_\_\_\_\_ CVC: \_\_\_\_\_

BY SIGNING THIS DOCUMENT, I AUTHORIZE THE TOWN OF OAK ISLAND TO CHARGE MY CREDIT CARD:

\$ \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## RULES AND CANCELLATIONS:

### **GENERAL PARK RULES (MUST COMPLY WITH ALL TOWN ORDINANCES):**

NO ALCOHOLIC BEVERAGES OR GLASS CONTAINERS ARE PERMITTED.  
NO FIRES ARE ALLOWED EXCEPT FOR CHARCOAL FIRE IN GRILLS DESIGNED FOR SUCH USE.  
NO EXPLOSIVES, SLINGSHOTS OR BOWS AND ARROWS ARE PERMITTED.  
THE TOWN NOISE ORDINANCE IS IN EFFECT IN PARKS AND REGULATES AMPLIFIED SOUND OR MUSIC.  
DOGS AND CATS MUST BE CONTROLLED BY OWNERS AND RESTRAINED BY A SIX-FOOT MAXIMUM LEASH. OWNERS MUST REMOVE ALL PET WASTE. OTHER PETS ARE PROHIBITED.  
PARK GUESTS USE THE PARK AT THEIR OWN RISK.  
BALL FIELDS AND BUILDINGS WILL BE SCHEDULED THROUGH THE RECREATION DEPARTMENT.  
MIDDLETON PARK ANNEX WILL BE SCHEDULED THROUGH TOWN HALL.  
UNLICENSED MOTORCYCLES, MINI-BIKES, FOUR WHEELERS, GO-CARTS, AND ATV'S ARE PROHIBITED ON PARK GROUNDS.  
ALL LITTER MUST BE PICKED UP AND PLACED IN TRASH CANS/OR DUMPSTERS PROVIDED BY THE TOWN OF OAK ISLAND. GROUPS SHOULD BRING ADEQUATE TRASH BAGS AND DISPOSE OF THEIR DEBRIS. EXCESS DEBRIS MUST BE HAULED OFF BY GROUP.  
VEHICLES MUST BE PARKED IN DESIGNATED PARKING AREAS ONLY.  
VIOLATIONS OF PARK RULES MAY RESULT IN FINES, SUSPENSION OF FUTURE RENTALS, AND/OR IMPRISONMENT.

### **CANCELLATIONS**

IF THE EVENT IS CANCELLED, THE TOWN MUST BE NOTIFIED SEVEN ( 7 )DAYS IN ADVANCE IN ORDER TO GET REFUNDABLE DEPOSIT RETURNS. IF THE NATURE OF THE EVENT OR NUMBER OF PARTICIPANTS CHANGES, THE TOWN MUST BE NOTIFIED IMMEDIATELY AND NO CHANGES MAY BE MADE WITHIN ( 7 ) DAYS PRIOR TO THE SCHEDULED USE. IF NECESSARY, FEES/DEPOSITS WILL BE CHANGED ACCORDING TO APPLICABLE RATES. THE TOWN RESERVES THE RIGHT TO DISAPPROVE ANY REQUESTED CHANGES. THE RENTER MAY BE HELD LIABLE FOR ALL CHARGES.

### **RAIN OR ACTS OF GOD**

THE TOWN OF OAK ISLAND CANNOT PREDICT OR CONTROL ANY NATURAL OCCURRENCE AND IS NOT RESPONSIBLE FOR SUCH AN EVENT. IF RECREATION STAFF MUST CANCEL AN EVENT DUE TO WEATHER, OR OTHER ACTS OF GOD, REFUNDS WILL BE ISSUED OF ALL MONIES.