



Creedmoor Parks & Recreation

www.cityofcreedmoor.org/Recreation

recreation@cityofcreedmoor.org

(919) 528-3332

HARRIS PARK SHELTER RENTAL AGREEMENT FORM

Harris Park operating hours are daily from sunrise to sunset. Shelters may be reserved for private use from 10:00 am to 7:00 pm. To reserve, complete this Rental Form and submit in person at Creedmoor City Hall or email to recreation@cityofcreedmoor.org.

SECTION I: RENTER/RESPONSIBLE PARTY CONTACT INFORMATION

Name of Renter(s) _____

Street Address _____

Phone _____ Email _____

Please check all applicable boxes below to describe your rental eligibility (see * footnote below):

- City Resident Non-Resident Senior Citizen Military (Active or Inactive) City Employee
- For-Profit Business Non-Profit Organization [IRS 501(c)(3)] Federal EIN #: _____

Organization Name (if applicable) _____

Street Address _____

Website _____

SECTION II: RENTAL INFORMATION

Date Requested _____ Time Requested: FROM _____ am pm TO _____ am pm All Day

Request use of horseshoes? No Yes Request to use personal grill? No Yes

SECTION III: RENTAL FEES

DAY/TIME	2-HOUR MINIMUM	EACH ADDITIONAL HOUR	ALL DAY	SUBTOTAL	DISCOUNT/SURCHARGE*	TOTAL AMOUNT DUE
Shelter Rental <i>(1) 12-foot table ADA Accessible No electric</i>	\$20	\$10	\$50			

*City residents, senior citizens, military, non-profits, & city employees are eligible for 25% discount. Proof of eligibility (government issued photo ID) must accompany this rental form and must be presented if requested by staff during rental. For-profit rentals are subject to a 25% surcharge. Note: Discount/Surcharge amount will be rounded off to nearest whole dollar as shown in the current City of Creedmoor Fee & Rate Schedule.

SECTION IV: PAYMENT TERMS

	IN PERSON	VIA PHONE	ONLINE^
LOCATION:	Creedmoor City Hall	(919) 528-3332, Option 0	www.cityofcreedmoor.org/facilityrentals
PAYMENT FORMS:	Cash, check, credit card, money order.	Credit card	PayPal
CONVENIENCE FEE:	None	\$1.50*	\$1.50

*The convenience fee is not collected by the city; it is a charge by the payment processing company.

^Rental form available for online download; submission via email or in person; and payment by phone or in person.

SECTION V: ACKNOWLEDGEMENT OF FACILITY USAGE RULES & REGULATIONS

Initial each statement below as acknowledgement that you have read, understand, and agree to abide by the terms of rental.

- _____ Renter must be at least 21 years of age. The person whose name appears on the rental form is considered the "Responsible Party" for the rental and will be held liable for any damage or loss that occurs during the rental period. **Damages will be billed directly to renter and must be paid within 30 calendar days to avoid legal action.**
- _____ Reservations are not confirmed until the signed Rental Form is on file and all rental fees are received. **Fees are non-refundable.**

3. _____ One (1) change to the reservation date with at least seven (7) calendar days' notice is permitted.
4. _____ Reservations can be made up to six (6) months in advance on a first-come, first-served basis.
5. _____ During the rental, renter is responsible for supervising all activities and shall not assign nor sublease the facility. Renter is responsible for ensuring that attendees abide by the rental rules.
6. _____ Rental fees are per hour with a two (2) hour minimum or all day rate as stated.
7. _____ No firearms, fireworks, glass containers, or alcoholic beverages permitted.
8. _____ Users are required to place all trash (including decorations, crepe paper, scraps, balloons, etc.) into the provided trash receptacles located at Harris Park.
9. _____ Users may not attach decorations, signs, etc. to any part of any structure with any object by any means of insertion such as nails, staples, etc.
10. _____ The City of Creedmoor assumes no responsibility for stolen items or for damage to vehicles in the parking lot.
11. _____ Music that is amplified and disturbs others is not permitted (see City of Creedmoor Code of Ordinances, Title IX, General Regulations, Article 96: Health & Sanitation Nuisances.)
12. _____ Users may bring personal grills to Harris Park. NOTE: Grills **must** be placed at least 10' from any structure, including the shelter, playset, horseshoe pit, parking lot, and tree line.
13. _____ Small equipment is allowed (e.g. corn hole, horseshoes, etc.).
14. _____ Large equipment is **NOT** allowed (e.g. volleyball nets, bounce houses, etc.).

SECTION XII: WAIVER AND ACKNOWLEDGEMENT

I, the undersigned, for myself and any person associated with this event/activity, do hereby release, hold harmless and agree to indemnify the City of Creedmoor, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or employees, independent contractors, or any other party involved in the event during my use of the Harris Park shelter and ensure that I will faithfully comply with the terms of this application and the City of Creedmoor's Harris Park Policies & Procedures. I also understand that I am responsible for any damages to the facility both inside and out and may be required to provide additional insurance.

My signature below denotes that I have read, understand, and agree to the above statement of waiver.

_____ Responsible Party Printed Name/Signature

_____ Date

Staff Use Only		
Total Fee Paid \$ _____	Date Paid _____	Receipt # _____
<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Military <input type="checkbox"/> City Employee <input type="checkbox"/> For-Profit Business <input type="checkbox"/> Non-Profit Organization		
Type of Eligibility Document Provided _____		
_____ Printed Name and Signature of Staff Approving Rental		_____ Date