TOWN OF SWANSBORO PARKS RESERVATION APPLICATION

Name _________________________________ Organization _____________________________

**Provide documentation of Non-Profit Status if applicable**

Address _______________________________ City/State __________________________ Zip __________

Telephone(s) _____________________________________ Email _____________________________

Park Requested______________________ Date(s) Requested__________________ Time(s) ______________

Purpose of Rental ___________

I, __________________________, the authorized representative of __________________________, declare that the Swansboro Park identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damages to the park or its facilities. Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. **I have received and agreed to all terms of the Parks Reservation Application.**

Signature of Applicant __________________________ Date __________

Resident Rate | Park Facilities Fees | Non-Resident Rate
---|---|---
$10/hr. | Municipal Park Tennis Courts | $15/hr.
$10/hr. | Municipal Park Basketball Courts | $15/hr.
$15/hr. | Municipal Park Large Picnic Shelter | $25/hr.
$10/hr. | Municipal Park Medium Picnic Shelter | $15/hr.
$15/hr. | Municipal Park Concession Stand | $25/hr.
$20/hr. | Municipal Park Athletic Fields | $30/hr.
$10/hr. | Riverview Park Small Picnic Shelter | $15/hr.
$25/hr. | Riverview Large Covered Deck | $40/hr.
$50/hr. | Downtown Park Bandstand/Pavilion (2 hr. minimum required) | $75/hr.
$15/hr. | Pirates Den Park Large Picnic Shelter | $25/hr.
$15/hr. | Pineland Park Picnic Shelter | $25/hr.
$25 | Parks Open Space/Church Street Gazebo Usage Permit | $40
$10 | Permit with Reservation (i.e. grills, tent, inflatables, DJ) | $15
$5 | Ice with Reservation (available only during Recreation Center hours of operation) | $5

**Parks/Facilities are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals, during operation hours.**

Refunds for event cancellation:

| Cancellation less than 48 hours in advance | No Refund of Fees |
| Cancellation at least 48 hours in advance | Refund of fees, less 2 hours use fee |
| Cancellation at least 14 days in advance | Full Refund of Fees |

**Reservations must be made at least 3 days in advance**

Administrative Use Only:

Calculate Applicable Fees

Comments: __________________________

____________________________________

____________________________________

____________________________________

Received by: ________________________

Rec Desk ID: ________________________

_______ Hourly Rate* Total Hour(s)

_______ Ice with Reservation

_______ Permit for outside items (i.e. – grills, tent, inflatables, DJ)

Items: _____________________________

____________________________________

____________________________________

TOTAL: ____________ METHOD: ____________