



**FOR THE USE OF FACILITIES
Oak Island and Recreation Department**

3003 E Oak Island Dr., Oak Island, NC 28465 • Phone: (910) 278-5518

	Paid	Staff Initial
<p align="center">Sea Turtle Room Rental Fees</p> <p>4 Hour Blocks. - \$45.00 (res)/\$55.00 (nonres) Nonrefundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>		
<p align="center">Salt Marsh Room Rental Fees</p> <p>4 Hour Blocks. - \$35.00 (res)/\$45.00 (nonres) Nonrefundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>		
<p align="center">Sea Oats Room Rental Fees</p> <p>4 Hour Blocks. - \$55.00 (res)/\$65.00 (nonres) Nonrefundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>		
<p align="center">Community Center Rental Fees</p> <p>**Fee Per 2 Hour Block**. - \$40.00 (res)/\$60.00 (nonres) Nonrefundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>		
	Security Deposit	_____
	Cleaning Fee	_____
	Salt Marsh Room	_____
	Sea Turtle Room	_____
	Sea Oats Room	_____
	Community Center	_____
	Total:	_____

FACILITY USEAGE

Day /Date _____

Nature of Event _____

Facility Requested _____

Hours: _____ AM / PM to _____ AM / PM

Event Hours: _____ to _____

Estimated Attendance: Under 21yrs ____ Over 21yrs ____ **Total:** ____

Event open to public?* Yes No **Admission charged?** Yes No **Is this a fundraiser?** Yes No
**publicity must be pre-approved*

ORGANIZATION

Contact Name _____ **Phone** _____

Organization: _____ **Address:** _____

City _____ **Zip Code** _____

Phone: (Day) _____ (Eve) _____ (Cell) _____

Agreement

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 Park & Recreation Department 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 Oak Island Parks and Recreation Department 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 if the applicant for any damages sustained by the facility, furniture or equipment occurring through the occupancy or use of said facility by the applicant.

I will have all advertising for the event pre-approved* by the Recreation Director. Large scale events that are open to the public must also submit a Special Events Request Form* and be approved by the Town Manager.

** Minimum of two weeks is required for approval of Special Events application*

General Park Rules: Must Comply with all Town Ordinances

1. No alcoholic beverages or glass containers are permitted.
2. No fires are allowed except for charcoal fire in grills designed for such use.
3. No explosives, slingshots or bows and arrows are permitted.
4. The Town noise ordinance is in effect in parks and regulates amplified sound or music.
5. 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.
6. Park guests use the park at their own risk.
7. All scheduling of ball fields and buildings must be done through the Parks & Recreation Department.
8. Unlicensed motorcycles, mini-bikes, four wheelers, go-carts, and ATV's are prohibited on park grounds.
9. 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.
10. Vehicles must be parked in designated parking areas only.
11. Violations of park rules may result in fines, suspension of future rentals, and/or imprisonment.

Hours

1. Hours requested should include time for your group's special setup and cleanup needs.
2. Delivery of supplies or equipment will not be accepted to the rental site prior to the indicated beginning time for the event.
3. It is the responsibility of the renter to set up, break down, and clean up after their event.
4. Rental hours are as specified at time of rental. Staff will open and close the facility at the designated times. Any additional time over the allotted time will be charged a minimum of \$20.00.

Payment of Fees & Deposit Returns

1. Payment of all rental fees and deposits must be made at least seven days in advance of the scheduled use. Failure to meet this deadline may result in the cancellation of the rental and forfeiture of your deposit.
2. A non-refundable security deposit may be required, when renting a facility, and will act as a security bond. An event scheduled may be cancelled 2 weeks ahead of time without loss of deposit.
3. The security deposit may be refunded, all or in part, depending upon the condition of the facilities following the activity, time the facility is vacated, additional custodial required and any other damages that may be incurred.
4. If incomplete or incorrect information is given on the rental contract (ie. contact information, resident status, nature of the event, expected attendance) the Department may immediately cancel the rental without refund of fees or deposit.

Charges and Cancellations

If the event is cancelled, the Department must be notified 7 days in advance in order to get refundable deposit returns. If the nature of the event or number of participants changes, the Department 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 Department reserves the right to disapprove any requested changes. The renter may be held liable for all charges.

Rain or Acts of God

The Oak Island Parks & Recreation Department cannot predict or control any natural occurrence and is not responsible for such an event. If an event is such that work can be done to recover in an acceptable amount of time as deemed proper by the Director of Parks & Recreation, an attempt may be made. Organizations may be required to pay for personnel and supplies if required and agreed on between both parties.

Signature _____ Date _____

Town Representative _____ Date _____

Representative's Name: _____