



# Surf City Parks & Recreation Parks Rental Reservation Application

Applicant Name	Organization		
Address	City	State	Zip
Email Address		Phone Number	
Dates(s) Requested	Time(s) Requested	Estimated # of Participants	

Purpose of Rental

Please select the following park facilities you are requesting to reserve:

Park Facilities Fees	Resident Rate	Non-Resident Rate
<b>Community Center Park, 201 Community Center Dr.</b> <input type="checkbox"/> # 1 Gazebo Shelter, Gaga Pit	\$45/per shelter/per day	\$65/per shelter/per day
<b>Soundside Park, 517 Roland Ave.</b> Soundside Park Picnic Shelters - please <i>select a shelter(s)</i> <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> #6 <input type="checkbox"/> #7	\$45 per shelter/per day	\$65 per shelter/per day
<input type="checkbox"/> Soundside Park Amphitheatre	\$150/per day	\$300/per day
<input type="checkbox"/> Soundside Park Rental (Small gatherings, meetings and birthdays, etc.)	\$250/per day	350/per day
<input type="checkbox"/> Soundside Park Rental (Corporate, profit events) <i>Refer to Special Event Application</i>	\$500/per day	\$650/per day
<b>Kenneth D. Batts Family Park, 911 S. Topsail Dr.</b> <input type="checkbox"/> Picnic Shelter #8	\$45/per day	\$65/per day
<b>Nelva R. Albury Recreation Area, 101 Broadway St.</b> <input type="checkbox"/> Picnic Shelter #9	\$45/per day	\$65/per day
<b>Security Deposit Fee (required for every rental)</b>		
Security Deposit (refundable)	\$50 flat fee	\$100 flat fee

\* To qualify for the **Resident** rate, you must meet one of the following criteria: **Property Owners:** Own **Renter:** Renters within Surf City with proof of residency, or **Active/Retired Military & Dependents** with proper identification are eligible for the Resident rate.

I, \_\_\_\_\_, the authorized representative of \_\_\_\_\_ declare that the Surf City 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 understand that a thorough check will be made of the rented park to ensure the site is clean and there has been no damage. I agree that failure to clean up property will forfeit my deposit without recourse and that I am responsible for any damage incurred during my event. I further understand and agree that failure to cancel reservations within one (1) week of scheduled event will result in the loss of my security deposit as an administrative fee. **I have received and agreed to all the terms of the Parks Reservation Application.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Staff Use Only**

<b>Fees:</b>	<b>Amount:</b>
<b>Security Deposit (refundable)</b>	\$
<b>Hourly Rate x Total Hours</b> _____ x _____	\$
<b>Daily Rate</b>	\$
<b>Total:</b>	

**Date Paid**

**Amount Paid**

**Payment Method**

**Staff Signature**

**Notes:**

**Rental Checklist**

- |  |                    |
|--|--------------------|
| <input type="checkbox"/> <b>Total Paid</b> .....                                 | <b>Date:</b> _____ |
| <input type="checkbox"/> <b>Permits Received</b> .....                           | <b>Date:</b> _____ |
| <input type="checkbox"/> <b>Calendar Booked</b> .....                            | <b>Date:</b> _____ |
| <input type="checkbox"/> <b>Staff notified/Reservation signs displayed</b> ..... | <b>Date:</b> _____ |
| <input type="checkbox"/> <b>Security Deposit Returned (after rental)</b> .....   | <b>Date:</b> _____ |