

**Aberdeen Parks and Recreation Department
Facility Rental Agreement
Aberdeen Lake Park Shelter**

The Picnic Shelter in Aberdeen Lake Park can be leased by the hour for family or civic functions/meetings, fundraisers, and for various activities. This facility can be leased seven days a week from 7:00 a.m. to 11:00 p.m.

The Shelter is a large picnic shelter located near the Recreation Station, the playground, and the lake dam. This facility can seat up to 100 people and there are two grills adjacent to the shelter. The shelter includes water and electricity, if the renting party needs these amenities for their function. The public restroom facilities are close in proximity, located on the side of the Recreation Station.

Payment Policy

A reservation is not made official until the Aberdeen Parks and Recreation Department has received a **completed Rental Agreement** and **all fees associated with the rental**. **No date is reserved until confirmation is given by APRD**. The deposit, if all conditions and requirements listed below are met, will be mailed to you.

Deposit checks are prepared and mailed to the address you provide below.

Cancellation Policy

In order for the deposit to be returned in full, the Aberdeen Parks and Recreation Department must be notified of the cancellation a minimum of 10 working days prior to rental. Failure to meet this requirement will result in the full forfeiture of the deposit.

Fees

Aberdeen Residents-----\$20.00/hour \$100.00 deposit (refundable) *Proof of residency required
Non-Residents-----\$50.00/hour \$100.00 deposit (refundable)
Water and Electricity are available-----\$15.00 charge

Rules and Requirements

1. All trash must be placed in the trash receptacles.
2. The lights and water are turned off upon departure.
3. No alcohol, drugs, fireworks, or weapons on premises.
4. No decorations can be taped, tacked, or stapled to any part of the Picnic Shelter.
5. **If you encounter a problem during the rental, call Leigh at 690-4202, or Brandon at 690-2406.**

Please read carefully and sign: I understand that in order to receive my deposit in full that the above conditions must be met. If any damage to the facility occurs during the rental, the deposit will be forfeited in full. If any damages extend beyond the deposited amount, I the undersigned will be held responsible for the payment of these damages and will not hold the Town of Aberdeen responsible or liable for any injuries that occur during the rental of its facilities.

Signature_____

Type of Function_____

Print Name _____

Rental Date_____

Organization_____

Rental Time _____

Address_____

Water Needed____ Electricity Needed____

City, St._____

Staff Only:

Zip Code_____

Date_____

Home Phone_____

Fees Paid: _____ Deposit _____ Rental

Work or Cell Phone _____

Refund Requested : _____ **Date** _____ **Staff**