

ABERDEEN LAKE PARK RECREATION STATION
Facility Reservation Application
301 Lake Park Crossing, Aberdeen, NC 28315

Applications are accepted and processed only during the business hours of Monday through Friday from 9:00 am- 5:00 pm

Facilities are available to persons, age 21 and older. The person renting the facility must be present during the entire rental period. To qualify as a resident, the requesting party must reside within the Town's incorporated limits, as defined by the Planning Department. The Recreation Station is not available on Town observed Holidays. After hour requests may not go later than 11:00 pm on Fridays and Saturdays, no later than 10:00pm on Sundays -Thursdays.

Name _____ **Phone (h)** _____ **(c)** _____

Address _____ **City** _____ **Zip** _____

Email Address: _____

Date *please circle* **M T W Th F S Su** **Month** _____ **Day** _____ **Year** _____

Hours Requested *: **From** _____ **To** _____

There is a 2 hour Minimum for renting.* Please plan on including set-up and break down in your rental request. If using a caterer, please check with them about their time requirements. **All fees are due with a completed application when booking space! No date is reserved until confirmation given by APRD.**

An additional **Attendant Charge** of \$25 per hour for two staff members is required for rentals beyond Normal Recreation Station Operating Hours, pending staff availability. At the Town's discretion, an off-duty Police Officer may be required, at renter's expense and coordination, for certain rental activities.

<u>Room</u>	<u>Sq. Ft.</u>	<u>Dimensions</u>	<u>Reception</u>	<u>Banquet</u>	<u>Hourly Rate</u>	<u>Tables</u>	<u>Chairs</u>
104	1280	30' x 40'	152	92	\$20 @/ \$40 NR	6	50
107	1280	31' X 40'	152	92	\$20 @/ \$40 NR	6	50
104&107	2560	40' X 60'	295	184	\$35@/ \$70 NR	12	100
126	800	19' X 45'	45		\$20 @ / \$40 NR	0	45
Security Deposit		\$100.00		Alcohol Deposit \$100 (\$200 total deposits)			
Each Room includes the number of tables and chairs specified.							
Additional tables: \$3 per table				Additional Banquet Chairs \$1.00 per chair			

Expected Attendance _____ **Will food be served?** *Please circle* **Y N**

Private Caterer? **Y N** **Will Alcohol be served?** **Y N**

Is ABC Permit Attached? **Y N** **Will there be music or amplified sound?** **Y N**

Specific Details of Rental Activities: _____

Deposit / Rental Fees Received: _____ **Amount** _____ **Date** _____

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

AGREEMENT AND UNDERSTANDING OF RULES AND REGULATIONS

- a) The party signing this application must be at least 21 years old and **must be present** during the rental period. This person is responsible for any and all damage or misuse of facilities and shall bear full replacement costs for any breakage, loss or damage, via the \$100 damage deposit and or additional monies if cost exceeds the deposit amount.
- b) **All setup and cleanup time MUST BE INCLUDED in your rental time.** Persons arriving early or a party remaining late will be charged the hourly rate for time longer than originally rented. If you are using a caterer, consult with them to ensure adequate setup and cleanup is provided in your rental contract.
- c) Alcoholic Beverages are permitted inside the building, with the ABC Permit. The rental party is responsible for securing the ABC Permit, which must be on site during the event.
- d) Rentals serving alcohol will be required to pay an **additional \$100 Security deposit** and hire an off duty Aberdeen Police Officer or a Moore County Sherriff Deputy at their expense, prior to rental approval.
- e) There is no cooking allowed within the facility. Renter must make catering arrangements.
- f) Any personal items brought into the facility are the person/groups responsibility. No outside furnishings such as tables or chairs are permitted.
- g) No rice, birdseed, incense, fog/bubble/smoke machines, inflatable rides or games are permitted inside the facility. No decorations are allowed affixed to walls. **Only freestanding and table top decorations are permitted.**
- h) Facilities cannot be rented by persons or groups for purposes of making a profit, fundraising, auctioning, selling or trading, or exchanging products **UNLESS** by a qualified non-profit group **exhibiting proof of 501c3 status at time of application and with the prior approval of the Town of Aberdeen's designee. Public Schools and government entities may use for fundraisers, upon approval by the Town's designee.**
- i) Rental requests which exceed normal operating hours are **contingent upon the availability of TWO staff members, and subject to an additional attendant fee of \$25.00 per hour.**
- j) **Any rental amendments** must be made at least seven business days prior to the rental. This includes but is not limited to: requests for change of room, adding tables and chairs, and altering time blocks.
- k) **Rentals are booked on a first come first served basis only.** Non-profits and civic groups desiring to rent the facility for monthly meetings will be permitted, providing the space is available.
- l) **The following shall be prohibited within or on the facility premises:** 1) smoking within the building, 2) all illegal drugs or other substances, 3) weapons of all kinds except for Law Enforcement Officers in the execution of their duties or during Town of Aberdeen approved public demonstrations, 4) animals of any kind except those serving the needs of the physically challenged, 5) use of profanity, profane gestures and any unruly behavior detrimental to the operation of the facility or safety of the public and employees, 6) and/or any other action deemed necessary by the Town of Aberdeen, or its designee, to protect the health and welfare of the public, employees, or facility.

Cleaning

A cleaning guideline sheet will be provided at check in by staff. Renters are encouraged to inspect the room(s) prior to and after the rental. The room must be returned to the original state upon rental completion. Failure to follow the guidelines will result in part or all of the deposit.

Refund Policy

- a) No reschedule, credit, or refund will be given if the person/group cancels less than seven business days before the event.
- b) If a change is requested at least seven business days prior to event, all fees will be transferred.
- c) If person or group cancels 7-59 days prior to event, only 50% refund will be issued upon written request. If renter cancels rental 60 or more business days, 90% refund will be issued.
- d) The Town of Aberdeen reserves the right to cancel reservations if such cancellation is deemed in the best interest of the Town or if the Recreation Station is closed due to Acts of God. A full refund will be made if the Town cancels the rental.
- e) Upon full compliance with the referenced contract conditions, APRD staff will send to Aberdeen Finance Department a Refund Request. Under normal conditions, AFD will issue a refund to the person that rented the Recreation Station via mail within 2 weeks of rental.