

**CURRITUCK PARKS AND RECREATION DEPARTMENT  
PARK FACILITY RENTAL AGREEMENT**

**FEES:**

**PICNIC SHELTER - \$25 FOR ½ DAY, \$50 DAILY (MINIMUM \$25)**

**PARKS – KNOTTS ISLAND, VETERAN’S MEMORIAL, AND WALNUT ISLAND \$200/DAY  
MAPLE PARK \$300/DAY  
MAPLE SKATE PARK \$200/DAY  
SOUND PARK \$500/DAY**

**(ENTIRE PARK MAY BE CLOSED TO THE PUBLIC A MAXIMUM OF 3 DAYS IN ONE MONTH)**

**DATE:** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_

**RENTAL  
DATE(S):** \_\_\_\_\_ **HOURS** \_\_\_\_\_

**RENTER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE: H)** \_\_\_\_\_ **B)** \_\_\_\_\_

**RENTAL FEE:** \_\_\_\_\_ **DATE REQUIRED** \_\_\_\_\_

**RENTAL AGREEMENT**

1. **NO ALCOHOLIC BEVERAGES, FIREARMS, OR ILLEGAL SUBSTANCES ALLOWED ON PREMISES.**
2. **NO LIVE ENTERTAINMENT ALLOWED WITHOUT PRIOR APPROVAL.**
3. **RENTER IS RESPONSIBLE FOR ANY VANDALISM OR DAMAGES RESULTING FROM USE OF THE FACILITY.**
4. **THE RECREATION DEPARTMENT RESERVES THE RIGHT TO REVOKE THE USE PRIVILEGE DUE TO RENTERS FAILURE TO OBEY RULES AND REGULATIONS.**
5. **THE RECREATION DEPARTMENT RESERVES THE RIGHT TO REQUIRE STAFF, SECURITY, AND/OR PROOF OF LIABILITY INSURANCE.**
6. **RENTER AGREES TO PLACE ALL TRASH IN CANS AND DO GENERAL CLEAN UP.**
7. **RENTER MUST PROVIDE VALID DRIVERS LICENSE. PHOTOCOPY MUST BE ATTACHED TO RENTAL AGREEMENT.**
8. **RENTER IS RESPONSIBLE FOR OBEYING ALL RULES AND REGULATIONS AS SET OUT IN CHAPTER 10, ARTICLE III, OF THE CURRITUCK COUNTY CODE OF ORDINANCES.**

**RENTER:** \_\_\_\_\_

**PARKS REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**THE RECREATION DEPARTMENT WILL DETERMINE IF SECURITY AND/OR STAFF ARE REQUIRED FOR ANY RENTAL EVENT. FEES ARE AS FOLLOWS AND START 30 MINUTES PRIOR TO AN EVENT AND END 30 MINUTES AFTER THE EVENT.**

**RECREATION DIRECTOR - \$20 PER HOUR**

**RECREATION SPECIALIST - \$15 PER HOUR**

**SET UP/CLEAN UP STAFF - \$15 PER HOUR - Park Superintendent  
\$10 PER HOUR/PERSON – Park Attendant**

Currituck Parks and Recreation Department

**Description of Event For All Facilities**

The facility you are renting is designated for specific uses. In order to prevent any conflicts it is necessary to describe the nature of the event prior to approval.

Currituck Parks & Recreation Department reserves the right to deny rentals based on the information provided; and to halt any event in progress that differs from the information listed below.

Facility: \_\_\_\_\_

General Purpose: (Reunion, Birthday Party, Etc.) \_\_\_\_\_

Will participants be charged a fee? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Will you be providing food/concessions? \_\_\_\_\_ If yes, will there be a charge? \_\_\_\_\_ and how much? \_\_\_\_\_ (The County of Currituck has all rights to concession sales on Park Property unless prior authorization is given)

Please describe the plans for the event: (Make certain to state anything that might seem out of the ordinary or extravagant. Examples might include: Live Animals, Fireworks, Amusement Rides, Concession Trailer, Etc.) The County of Currituck reserves the right to require proof of insurance and/or security for certain events.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back of sheet if needed)

Renter: \_\_\_\_\_ Date \_\_\_\_\_

Parks Representative: \_\_\_\_\_ Date \_\_\_\_\_

Approved as described: \_\_\_\_\_ Date \_\_\_\_\_

## **CURRITUCK PARKS AND RECREATION DEPARTMENT FACILITY CANCELLATION POLICY**

To All Renters:

You have entered an agreement for use of a Facility operated by Currituck Parks and Recreation Department. By doing so, you have “frozen” a particular venue thereby prohibiting any other individual(s) from using this Facility. In addition, arrangements will be made immediately to staff the Event in accordance with the Rental Agreement.

### **Please Read Carefully:**

#### **Cancellation**

- Basic Rental Fee: Failure to give two (2) weeks notice of cancellation will result in forfeiture of Basic Rental Fee.
- Staff Fee: Failure to give three (3) days notice of cancellation will result in forfeiture of Staff Fee.
- Security Fee: Failure to give three (3) days notice of cancellation will result in forfeiture of Security Fee.

#### **Re Schedule**

- Persons wanting to reschedule an event after completing a Rental Agreement must give two (2) weeks notice and pay a Renewal Fee. This Fee will equal to 10 percent of the Original Rental Fee but not less than \$10.

#### **Exceptions and Exclusions**

Severe Weather, Ice Storm, Snow Storm, or weather that could cause dangerous conditions as determined by Currituck Parks And Recreation Department.

- Cancellation: The Rental Fee will be prorated based on Individual Rental Agreements.
- Reschedule: There will be no penalty for events that are Rescheduled.

#### **All Rescheduling Subject To Availability**

I fully understand and agree to the conditions listed above.

Signed: \_\_\_\_\_ Date \_\_\_\_\_