



PARK & AMENITY RENTAL FORM

3003 E. Oak Island Dr. - Oak Island - North Carolina

All fees and documents must be submitted with this application in order to hold the date and amenity.

APPLICANT INFORMATION:

PRIMARY CONTACT NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

EMAIL: _____ PHONE NUMBER: _____

ORGANIZATION/ENTITY INFORMATION (IF APPLICABLE):

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

IS YOUR ORGANIZATION A 501C3? ☐ YES* ☐ NO *IF YES, PLEASE PROVIDE A COPY OF YOUR CERTIFICATION

EVENT DETAILS:

DATE(S) REQUESTED: _____

SPACE/AMENITY REQUESTED: _____

BRIEF EVENT DESCRIPTION: _____

TOTAL TIME REQUESTED (MUST INCLUDE SET UP & CLEAN UP): _____ HOURS

RENTAL START TIME: _____ AM / PM RENTAL END TIME: _____ AM / PM

EXPECTED ATTENDANCE: _____ RAIN DATE _____

****PAID PARKING WILL NOT BE WAIVED FOR EVENTS HELD BETWEEN APRIL 1ST – SEPTEMBER 30th****



RENTAL FEES FOR COMMUNITY PARKS AND PARK AMENITIES

Park or Amenity	Resident Rate	Non Resident rate	Total amount paid
Middleton Park Annex	2 Hours = \$25 4 Hours = \$45 Refundable Deposit \$50	2 Hours = \$35 \$ hours = \$45 Refundable Deposit \$50	\$ _____
Splashpad 6:00 PM - 8:00 PM ONLY	\$100 per hour up to 2 Hours Refundable Deposit \$100	\$100 per hour up to 2 Hours Refundable Deposit \$100	\$ _____
Skate Park	2 Hours = \$25 4 Hours = \$45 Refundable Deposit \$50	2 Hours = \$35 \$ hours = \$45 Refundable Deposit \$50	\$ _____
Bill Smith Park, E.F. Middleton Park, Register Park, Veteran's Park Shelter	2 Hours = \$25 4 Hours = \$45 Refundable Deposit \$50	2 Hours = \$35 \$ hours = \$45 Refundable Deposit \$50	\$ _____ Park Name: _____
Middleton Park amenities • Ball Field • Ampitheater • Pickleball Courts (12) • Tennis Courts (2) • Basketball Courts	Per Amenity 2 Hours = \$25 4 Hours = \$45 Refundable Deposit \$50	Per Amenity 2 Hours = \$35 \$ hours = \$55 Refundable Deposit \$50	\$ _____



PARK & AMENITY RENTAL AGREEMENT AND PAYMENT :

RENTAL AGREEMENT:

THE 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 TOWN OF OAK ISLAND 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 TOWN OF OAK ISLAND 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 OF THE APPLICANT FOR ANY DAMAGES SUSTAINED BY THE FACILITY, FURNITURE OR EQUIPMENT OCCURRING THROUGH THE OCCUPANCY OR USE OF SAID FACILITY BY THE APPLICANT.

RENTER'S SIGNATURE _____ DATE _____

TOWN REPRESENTATIVE _____ DATE _____

REPRESENTATIVE'S NAME (PRINT): _____

CREDIT CARD AUTHORIZATION

PAYMENT: WE ACCEPT CASH, CHECKS (MADE OUT TO THE TOWN OF OAK ISLAND), AND CREDIT CARDS

CREDIT CARD TYPE:

VISA ☐ MASTERCARD ☐ DISCOVER ☐

NAME ON CARD: _____

CARD NUMBER: _____

EXP. MONTH: _____ EXP. YEAR: _____ CVC: _____

BY SIGNING THIS DOCUMENT, I AUTHORIZE THE TOWN OF OAK ISLAND TO CHARGE MY CREDIT CARD:
\$ _____

NAME (PRINT): _____ SIGNATURE: _____



RULES AND CANCELLATIONS:

GENERAL PARK RULES (MUST COMPLY WITH ALL TOWN ORDINANCES):

NO ALCOHOLIC BEVERAGES OR GLASS CONTAINERS ARE PERMITTED.

NO FIRES ARE ALLOWED EXCEPT FOR CHARCOAL FIRE IN GRILLS DESIGNED FOR SUCH USE.

NO EXPLOSIVES, SLINGSHOTS OR BOWS AND ARROWS ARE PERMITTED.

THE TOWN NOISE ORDINANCE IS IN EFFECT IN PARKS AND REGULATES AMPLIFIED SOUND OR MUSIC.

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.

PARK GUESTS USE THE PARK AT THEIR OWN RISK.

BALL FIELDS AND BUILDINGS WILL BE SCHEDULED THROUGH THE RECREATION DEPARTMENT.

MIDDLETON PARK ANNEX WILL BE SCHEDULED THROUGH TOWN HALL.

UNLICENSED MOTORCYCLES, MINI-BIKES, FOUR WHEELERS, GO-CARTS, AND ATV'S ARE PROHIBITED ON PARK GROUNDS.

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.

VEHICLES MUST BE PARKED IN DESIGNATED PARKING AREAS ONLY.

VIOLATIONS OF PARK RULES MAY RESULT IN FINES, SUSPENSION OF FUTURE RENTALS, AND/OR IMPRISONMENT.

CANCELLATIONS

IF THE EVENT IS CANCELLED, THE TOWN MUST BE NOTIFIED SEVEN (7)DAYS IN ADVANCE IN ORDER TO GET REFUNDABLE DEPOSIT RETURNS. IF THE NATURE OF THE EVENT OR NUMBER OF PARTICIPANTS CHANGES, THE TOWN 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 TOWN RESERVES THE RIGHT TO DISAPPROVE ANY REQUESTED CHANGES. THE RENTER MAY BE HELD LIABLE FOR ALL CHARGES.

RAIN OR ACTS OF GOD

THE TOWN OF OAK ISLAND CANNOT PREDICT OR CONTROL ANY NATURAL OCCURRENCE AND IS NOT RESPONSIBLE FOR SUCH AN EVENT. IF RECREATION STAFF MUST CANCEL AN EVENT DUE TO WEATHER, OR OTHER ACTS OF GOD, REFUNDS WILL BE ISSUED OF ALL MONIES.