



Municipal Complex Reservation Request

Phone: 704-455-PARK (7275)

Name: _____
 Company/Group: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: _____ Night Phone: _____
 Email: _____

Date of the Event: _____ **Expected Attendance:** _____
 Start Time (must include any set-up time): _____ End Time (must include any breakdown time): _____
 Total Time (including set-up and breakdown): _____

Fee Schedule

Non-Refundable Fees	Qty	Fee	Total	Payment #1 Amount	Payment #2 Amount
Rental Rate		\$25.00/hr			
8' Rectangular Table (seats 6-8) (6 available)		\$5.00/ea			
6' Rectangular Table (seats 4-6) (8 available)		\$4.00/ea			
4' Rectangular Table (seats 2-4) (6 available)		\$3.00/ea			
Chair (molded plastic) (55 available)		\$1.25/ea			
Set-up/Breakdown & Cleaning Fee	1	\$50.00	50.00		
Total Non-Refundable Fees			\$	\$	\$

Refundable Fees	Qty	Fee	Total	Payment #1 Amount	Payment #2 Amount
Key Deposit		\$25.00			
Audio/Visual		\$25.00			
TOTAL REFUNDABLE FEES			\$		

Describe Your Event: (example: Birthday Party, Family Reunion, etc....)

I/We understand that the user fees must be paid in full & returned with completed application before the requested date can be reserved. **A \$10 administrative fee will be applied to all refunds.**

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have read and understand the rules and regulations governing the use of the facilities (located on the back of this form); and that our group will comply with the regulations, policies and fee schedule governing the use of the facility. The undersigned applicant hereby agrees to indemnify and save harmless the Town of Harrisburg from and against any and all loss, cost, damages, expense and liability caused by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, it's agents or invitees.

Signature: _____ **Date:** _____

Please contact the **Cabarrus County Sheriff's** office at **704-920-3000** for **non-emergency** issues requiring assistance OR call the **Harrisburg Parks and Recreation After Hours** line at: **704-455-2903** and select **option #2**. You **must** leave a voicemail with your **name** and **phone number** in order for someone to return your call.



<i>Office use only</i>		Payments:			
<u>Key Details:</u>		<u>Non-Refundable:</u>	Date	Amount	CC/Cash/Check #
Key #:	_____	Payment #1	_____		
Date Key Issued:	_____	Payment #2	_____		
Date Key Returned:	_____	Total Non-Refundable Paid in full?		YES	NO
<u>Refunded Fees:</u>		<u>Refundable:</u>	Date	Amount	CC/Cash/Check #
Date of Refund Request:	_____	Payment #1	_____		
Amount of Refund:	_____	Payment #2	_____		
If less than original fee paid, REASON:	_____	Total Refundable Paid in full?		YES	NO

LEASING AND RENTING

The Harrisburg Parks & Recreation Department sanctions the use of park facilities in the Town of Harrisburg, provided the use does not interfere with regular parks & recreation department functions and operations. Parks & recreation facilities may be reserved to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Harrisburg. All applications are subject to approval by the Parks & Recreation Department.

GENERAL RULES & REGULATIONS

- Rental Fee is \$25 per hour, and must be paid at the time the reservation is made. **Fee is non-refundable.**
- A Set-up/Breakdown & Cleaning Fee of \$50 is required and must also be paid in advance (This cleaning fee covers expected basic cleaning of the room/bathrooms after an event. It is understood that the facility should be left in the same condition after an event as it was in before the event. Individuals/groups using this facility will be held responsible for paying for any significant clean-up or repairs, and/or repair/replacement of items that may be necessary to return the facility to its pre-rental condition.) **Fee is non-refundable.**
- *All refunds are subject to a \$10 administrative fee.***
- Complex key may be picked up at the Parks & Recreation office (4100 Main St.) 24 hours in advance of scheduled use.
- Complex must be locked and key should be left in the Parks and Recreation drop box after use.
- ABSOLUTELY NO ALCOHOL IS ALLOWED IN THE MUNICIPAL COMPLEX AT ANY TIME.** This includes any immediate area surrounding the Municipal Complex or any events occurring related to renting the Municipal Complex.
- Use of loud, profane or indecent language on the premises is prohibited.
- Permitting any disorderly conduct, breach of peace, or lewd, immoral or improper entertainment or practice is prohibited.
- Permitting a minor person less than 21 years of age to consume alcoholic beverages on the premises is prohibited.
- Permitting the possession and/or consumption of alcoholic beverages in areas of the facility not designated for such use is prohibited.
- Municipal Complex is a smoke free facility. Persons wishing to smoke must do so outside of the building.
- Municipal Complex is not responsible for set up or breakdown of the room or furniture.
- Municipal Complex must be left in the condition in which it was found.
- Rentals can begin at 6am and must end by 11pm. **NO** rentals are permitted after 11pm. This includes set up and breakdown/cleanup time, no exceptions.
- At **NO** time is it allowed to affix anything to a painting, wall, ceiling, window, floor or any other permanent structure by means of tying, tape, glue, Velcro, nail, hook or any other means of adhesive or attachment device.
- No outside tables **OR** chairs are permitted (only the chairs and tables for rent are available).
- Per the Town of Harrisburg’s Fire Department fire code full room capacity is **55** people only. Please plan your rental accordingly.
- The Parks & Recreation Department reserves the right to cancel any event at any time.