

Haywood County Recreation & Parks Department
Allens Creek Park Reservation Agreement
215 N Main St • Waynesville, NC 28786 • 828-452-6789 • Email: recreation@haywoodnc.net

Return signed form with payment within 5 business days to confirm reservations

Information Mailed

Emailed

Date:

Day of Week:

Time:

Purpose of Rental:

Organization:

Contact:

Mailing Address/Email:

Phone:

Pavilion Fee: 4 hours – \$35 Other \$ _____

Balance Due: _____

(Checks payable to **Haywood County Recreation & Parks**)

RESERVATION DETAILS:

1. A private event A public event

2. # of attendees _____

3. List equipment to be use (i.e. tent, pull-behind grill, PA system) _____

4. Will you publicize the event? No Yes (Dept. approval is required prior to publication.)

5. Is this a fundraising event? No Yes (Requires special cooperative agreement.)

6. Will decorations be used? No Yes (Decorations cannot be affixed to facility walls.)

If you answered YES to one or more of the questions above, you may be required to provide a Certificate of Insurance.

This application serves as a request for a rental. I certify that I am authorized to act for the above named applicant and that said applicant will be responsible for any and all damages to the equipment or facility, or any injuries that occur while it is used by the applicant, and that the charges as stated will be paid. I further certify that the requested equipment and/or facility will be utilized strictly in accordance with the above stated purpose and type of activity to be conducted, and in accordance with Haywood County Recreation & Parks Policies. I understand that all picnic rentals are "rain or shine". If I wish to cancel my reservation, ***cancellations must be made 14 days prior to rental date. I have read and agree to abide by all policies pertaining to facility rentals.***

Applicant Signature:

Date

RESERVATION CONFIRMATION

Payment received/check or cash:

Insurance Required: No Yes

Date insurance certificate received:

HCRP Signature

Date

ALLENS CREEK PARK RENTAL INFORMATION AND POLICY

Park facilities are free to use on a first-come, first-served basis unless reserved. Reservations include the pavilion only unless specified otherwise and do not include the entire park. The restrooms, water fountains and pathway in front of the pavilion are open to all park users and may not be blocked. Reservation schedules will be posted weekly on the enclosed bulletin board located in the pavilion. Park facilities may not be used or rented for personal profit or for private lessons.

Park Address: 1725 Allens Creek Road, Waynesville, NC 28786

Pavilion Fee: 4 hour increments - \$35

Pavilion Seating Capacity: 104-130 including 2 tables with 2 wheelchair accessible spaces

Reservations are confirmed when the fee is paid. Requests may be made by phone and a form will be emailed or mailed. The signed form and fee must be received with payment within 5 business days or the requested date will be released. When processed, the form with HCRP signature showing payment received will be mailed or e-mailed. This completed form is your proof of reservation and should be taken with you the day of event in case of conflict.

Wednesday noon deadline to request and pay for a reservation for the upcoming weekend.

Cancellations may be placed up to 14 days in advance with refund of rental fee. Refunds will not be given for inclement weather or cancellations less than 14 days prior to the date reserved. In case of inclement weather, the park user has two working days to call and schedule an alternate date.

Prohibited Items: Inflatables, personal grills, fryers, water activities (including water balloons), beer, wine, alcoholic beverages, fireworks, smoking, and illegal drugs. *PLEASE INFORM OTHERS IN YOUR PARTY OF THIS RESTRICTION.*

Tent/Portable Canopy: One portable freestanding canopy (without walls) measuring no more than 100 square feet (10' X 10') in size is allowed and must be weighted down with water jugs or sandbags; staking is not allowed. Larger tents are not allowed without Parks Department prior approval.

Pull-behind grill may be used with Parks Department prior approval.

Low voltage electrical outlets in pavilion are for use with picnic-oriented activities only.

Certificate of Insurance will be required for events:

- To which the general public is invited
- In which the reservation is made & paid for by a company, business, and community or non-profit organization
- Which anticipated attendance is 100 or more
- From which money is raised in any manner
- At which amplification of sound is used
- Which requires special equipment such as tents, games, pull-behind grill, etc.
- Deemed to be high risk

The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. Haywood County must be named as additional insured on behalf of HCRP, and HCRP must have a copy of the insurance certificate on file 14 days prior to the rental, or the rental is subject to cancellation.

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Allens Creek Park Rental Policy Continued

User/Renter will be allowed to use the facility only during the times, dates, and for the purpose stated. Include adequate time set up and clean up after the event when stating total time of reservation.

User/Renter must ask for and receive approval to decorate facility. NO tape adhesive products may be used on wood. No nails, tacks, or other metal devices may be driven onto any wood of the facility. It is understood that no flammable or hazardous decorations will be used.

User/Renter and all persons using the facility, agree to abide by all of the park rules and regulations. The person signing a reservation agreement is held liable for cleanup and any damages or maintenance fees incurred as a result of his/her group's activities. Area must be cleaned and left the way it was found, including the removal of all trash which exceeds the capacity of the trash cans provided. If the facility is not left clean and/or any policies not adhered to, the user may forfeit the privilege of future use of Parks & Recreation facilities.

User/Renter agrees not to engage in or permit the premises to be used for any unlawful or offensive purpose. The User/Renter agrees to abide by all local, state, and federal laws, ordinances, and regulations while using the facility.

User/Renter agrees to indemnify and defend Haywood County, on behalf of Haywood County Recreation & Parks, and hold it free and harmless from any and all liability on account of injury to any person or persons or damage to any property or properties growing out of or directly or indirectly resulting from any activity sponsored or conducted by the user/renter. Said duty to defend and indemnify includes accepting any responsibility and/or liability that Haywood County Recreation and Parks owes to any other party arising out of the activity sponsored or conducted by the user/renter.

It is a criminal violation of the Haywood County Code for any Registered Sex Offender to be on or about this recreational facility. Violators are subject to fines of \$500 per offense and/or 30 days in jail. (Chapter 98.06)

Park Rules

The park opens daily from sunrise to dusk.

Dogs must be on a short leash and waste material must be collected and deposited in designated receptacle.

The following are **prohibited** in Haywood County parks:

- ▶ Beer, alcohol, and drugs of abuse
- ▶ Hitting golf balls
- ▶ Fireworks, or explosives of any kind
- ▶ Bicycles on fields
- ▶ Motorized vehicles on walking path & fields
- ▶ Smoking
- ▶ Playing on wet fields
- ▶ Littering or dumping

Revised October 2019