

**Guidelines for use
of the
Picnic Shelters
Municipal/Nance**

**Benson Parks & Recreation
Department**

1204 N. Johnson Street, Civic Center
Benson, NC 27504
www.townofbenenson.com
Office: (919) 894-5117
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Reservation is made by coming to the BPRD office at the Benson Civic Center Monday – Friday, 8:00 am – 5:00 pm , filling out a contract, paying a cash deposit, and paying the rental fee. Deposit and rental fee must be paid in full at time of reservation. Rental fees are non-refundable and we do not offer alternate dates due to inclement weather. Keys for restrooms and/or stage/gates may be picked up the day before or the day of rental unless otherwise arranged with BPRD and must be returned on the first open business day following rental. The deposit will be returned if the facilities are left cleaned and undamaged and may be picked up, at the earliest, after 1:00 pm on the first weekday following rental. You will be unable to pick up deposit after 5:00 pm Monday – Friday. BPRD retains the right to keep deposits left over 30 days past date of rental for all facilities.

For rental of the picnic shelter at the Mitchell Nance Complex or Municipal Park, the deposit is \$25.00 cash and the fee is \$10.00 per 4 hrs for residents and \$5 for each 2 hrs thereafter and \$20.00 per 4 hrs for non-residents and \$5 for each 2 hrs. thereafter. (The Nance and Municipal shelters will rented in 2 hr increments after the first 4 hrs.)

1. Any group or individual renting/reserving a BPRD facility shall at no time charge admission for entrance to the grounds of the facility. The BPRD director or designee must approve the sale of any goods or any type of fundraisers. If approved, all permits must be obtained to finalize the reservation. **Approval for the sale of goods:** _____
 2. Without exception, no event shall be allowed to continue past 11:00 pm on Monday through Saturday and 9:00 pm on Sunday in the Singing Grove. No event shall be allowed to continue past 9:00 pm on Monday through Sunday at all other town parks.
 3. All reservations of park facilities shall be made at least two weeks in advance of the time said reservation or rental is desired.
 4. No group or organization shall be able to reserve a BPRD facility for more than two consecutive days, excluding the Singing Grove facilities the 4th weekend of June (State Annual Singing Convention) and the 4th weekend of September (Benson Area Chamber of Commerce, Mule Days) or the Town of Benson for any special events.
 5. At its discretion, BPRD may require that the group or individual renting/reserving the facility provide qualified security personnel for the time said facility is reserved.
 6. In no case shall anyone park on the grass beyond the fence. If any damage is done to the landscaping or property, the party listed below will be held responsible.
 7. Under no circumstances shall alcohol be allowed at picnic shelters or on any other Town of Benson/BPRD property.
 8. Renters must designate usage of a pig cooker on rental agreement. Pig cookers are permitted in designated location only. Failure to set up in proper location will result in loss of deposit. **Check if using a pig cooker:** ____ **Initials:** (renter) ____ (staff) ____
 9. Any group or individual shall put all trash into proper containers at shelter sites during/after rental.
- ❖ I have read the above and understand that either my organization or I will be held responsible for any damages incurred. _____
Initial

Renter's Name _____

Purpose of rental _____ approximate attendance _____

Address _____

City, State, Zip _____

Phone # _____ (h) _____ (w)

Please Circle Area(s) Renting:

Municipal	Nance
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Date Needed _____ Time _____

Signature _____

Date _____

OFFICE USE ONLY		
Date of Deposit _____	Amount _____	Receipt # _____
Fees Paid: Municipal Shelter Nance Shelter (circle all that apply)		
Cash _____	Check _____	Check# _____
Receipt # _____		Initial & Date _____
Date Keys Picked Up _____		(staff) _____ (renter) _____
Date Keys Returned _____		(staff) _____ (renter) _____
Return Date _____		(staff) _____ (renter) _____
(Deposit)		