

Benson Parks & Recreation Department

Guidelines for use of the Singing Grove Bldg./Stage & Picnic Shelter

1204 N. Johnson Street, Civic Center
Benson, NC 27504
www.townofbenson.com
Office: (919) 894-5117
Fax: (919) 894-1041

Reservation is made by coming to the BPRD office at the Benson Civic Center, 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.

1. For rental of the picnic shelter at the Grove, the deposit is \$25.00 cash and the fee is \$30.00 per 2 hrs. for residents and \$5 per hr. after that and \$60.00 per 2 hrs. for non-residents and \$10 per hr. after that.. The Singing Grove building and stage may be rented by posting a \$25.00 cash deposit and paying the rental fee of \$50.00 per day for residents and \$100.00 per day for non-residents. **NOTE:** If you are renting the Grove shelter **and** the building/stage, the deposit will be \$25.00 for each facility, a total of \$50.00.
 2. 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:** _____
 3. 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.
 4. All reservations of park facilities shall be made at least two weeks in advance of the time said reservation or rental is desired.
 5. 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.
 6. 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.
 7. 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.
 8. Under no circumstances shall alcohol be allowed at picnic shelters or on any other Town of Benson/BPRD property.
 9. 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) ___
 10. If you require electricity there will be an additional \$10.00 charge. Electricity is available at the Grove shelter **only**.
- ❖ 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 _____
Address _____
City, State, Zip _____
Phone # _____ (h) _____ (w)

Purpose of rental _____ approximate attendance _____

Grove Shelter & Building	Grove Building	Grove Shelter	Electricity
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Please Circle Area(s) Renting:

Date Needed _____ Time _____

Signature _____

Date _____

OFFICE USE ONLY			
Date of Deposit _____	Amount _____	Receipt # _____	
Fees Paid: Building/Stage _____ Shelter _____ Electricity _____ (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)			