

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

**Benson Parks & Recreation  
Department**

1204 N. Johnson Street, Civic Center  
Benson, NC 27504  
[www.townofbenison.com](http://www.townofbenison.com)  
Office: (919) 894-5117  
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Reservations must be made at the BPRD office located at the Benson Civic Center, we will obtain the signed contract, cash deposit, and arrangements of rental fee. Deposit and rental fee must be paid in full at the time of reservation. Rental fees are non-refundable, we do offer available alternate dates due to inclement weather. Keys for restrooms and/or stage/gates may be picked up the day before or the Friday before a weekend 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 clean and undamaged and may be picked up, at the earliest, after 11:00 AM on the first weekday following rental. You will NOT be able 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 **\$50.00** cash, for TOB residents the fee is \$60.00 the first 2 hrs. and \$15.00 each additional hr. and for non-residents the fee is \$90.00 first 2 hrs. and \$25.00 each additional hr. after that. The Singing Grove building and stage may be rented by posting a **\$50.00** cash deposit and paying the rental fee for TOB residents \$100.00 per day and for non-residents \$150.00 per day.  
**NOTE:** If you are renting the Grove shelter **and** the building/stage, the deposit will be **\$50.00** for each facility, a total of **\$100.00**.
  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 designer 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 rental shall be allowed to continue past 11:00 pm on Monday through Saturday and 9:00 pm on Sunday in the Singing Grove.
  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 4<sup>th</sup> weekend of June (State Annual Singing Convention) and the 4<sup>th</sup> 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 locations only. Failure to set up in the 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 damage incurred. \_\_\_\_\_  
Initial

Renter's Name \_\_\_\_\_

Purpose of rental \_\_\_\_\_ approximate attendance \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_ (h) \_\_\_\_\_ (w)

Please Circle Area(s) Renting:

Grove Shelter & Building	Grove Building	Grove Shelter	Electricity
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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)			