



# CITY OF BELMONT

## PARKS & RECREATION

### APPLICATION FOR USE OF REID PARK FACILITIES

Requested Rental Date: \_\_\_\_\_ Requested Rental Time: \_\_\_\_\_ until \_\_\_\_\_

\*Rental times must include setup and cleanup

Person/Organization using facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Purpose: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

RENTAL EQUIPMENT: Will you be using a Moon Bounce or other rented equipment?      Yes      No

(This type of equipment must show a \$1 million proof of insurance from the rental company. Must be provided one week prior to event. City of Belmont must be listed as an additional insurer on the insurance policy.)

#### FEES: 2 HOUR MINIMUM

	<b>Uncovered Picnic Area</b>	<b>Community Event</b>
City Resident	\$10.00 hour	\$100.00 hour
Non Resident	\$15.00 hour	\$200.00 hour

<b>Ball Field Reservations</b>			
	In BPRD program	Not in BPRD program	Light Fees
Youth and Adult Teams			
Use field under 10 times	Free in season practices upon approval	\$10 per hour	\$10 per hour
Use field 10 to 30 times	Free in season practices upon approval	\$5 per hour	\$5 per hour
Use field more than 30 times	Free in season practices upon approval	\$3 per hour	\$3 per hour

**Reservation Rules :**

1. A park reservation does not close the entire park – it is still open to the public.
2. If the area you have reserved is occupied and they will not leave, call **704-825-3792** during normal business hours, Monday through Friday. For assistance at nights and on weekends, please call **704-866-3300** .
3. No alcoholic beverages are allowed on the premises.
4. No parking inside the park.
5. All facilities close at 10:00 pm.
6. All trash must be bagged and placed properly in trash receptacles.
7. Facilities will be inspected after each rental and the responsible party may be assessed charges if the facilities are not left in good order.
8. No admission or ticket sales allowed at any event.
9. Use of children’s moon bounce or similar equipment must have proof of \$1 million liability insurance provided to our office one week before the event.
10. Dumping of charcoal or grease will result in suspension of the user and the secondary contact person for one year from all facilities.
11. Events where 75 or more participants are expected, community events, church homecomings, concerts, festivals, fundraisers, or other similar events must remove their trash from the park at the end of their event.

**Cancellation Policy**

- 4 weeks or more prior to rental date: Fee and deposit refunded
- 2-4 weeks prior to rental date: Fee refunded only
- 2 weeks or less prior to rental date: No refund

**Refund Policy:**

- Cancel 4 weeks or more prior to the reservation date: Full refund
- Cancel 2-3 weeks prior to the reservation date: Half refund
- Cancel 7 days or less prior to the reservation date: No refund

**Event Rain Out :**

- If your event is rained out (i.e. it rains on the day of your event): There will be no refund issued, but the user may choose another available date at the same site within one month of the original reservation date.

I, \_\_\_\_\_, shall be responsible for any damage or loss occurring while the facility is being used for the event named above and also shall be responsible for the safety of all participants and that they conduct themselves in compliance with the rules and regulations governing the use of facilities. The City of Belmont will assume no liability for the facility damage or personal injury during my usage of the above facility. By signing this, I agree and will follow the above rules.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Information:**

\_\_\_\_\_ Staff Initials \_\_\_\_\_ Amount Paid \_\_\_\_\_ Cash/Check # (Circle one) \_\_\_\_\_