

**NEW BERN PARKS & RECREATION  
FACILITY RESERVATION FORM**

To reserve one of our City of New Bern Parks & Recreation facilities, an application must be submitted no earlier than Six (6) months prior to the desired reservation date and no later than 48 hours prior to the reservation date. Payment in full must be made at the time of reservation, or once reservation is approved. We accept the following forms of payment: Cash, Check Credit/Debit cards.

**CONTACT INFORMATION:**

Name	Betsy McDonald		
Company/Group	Habitat for Humanity of Craven County		
Address	930 Pollock St.		
City	New Bern	State	NC Zip code 28562
Phone	252-633-9599	Email	bmcDonald@cravencountyhabitat.org

DATE OF EVENT: 10/26, 11/9, 11/23, 12/14 EXPECTED ATTENDANCE: 30  
 Set up Begin Time: 9:00 AM Event Begins: 9:30 AM Event Ends: 10:30 AM Clean-up End Time: 11:00 AM

**PLEASE  THE FACILITY AND ROOMS YOU WOULD LIKE TO RESERVE**

	City Resident	Non-Resident
<input type="checkbox"/> West New Bern Recreation Center		
<input type="checkbox"/> Gym (2 hr./min)	\$40/hr.	\$55/hr.
<input type="checkbox"/> Multi-Purpose Room (2 hr./min)	\$30/hr.	\$45/hr.
<input type="checkbox"/> Meeting Room (2 hr./min)	\$25/hr.	\$35/hr.
<input type="checkbox"/> Kitchen (2 hr./min)	\$25/hr.	\$35/hr.
<input checked="" type="checkbox"/> 408 Hancock	City Resident	Non-Resident
<input checked="" type="checkbox"/> Multi-purpose Room Meeting (2 hr./min)	\$30/hr.	\$45/hr.
<input type="checkbox"/> Meeting Room (2 hr./min)	\$25/hr.	\$35/hr.

Tables & Chairs Requested
___ 6' Tables
___ 8' Tables
<u>30</u> Chairs
<i>round tables?</i>
<small>Requests for tables &amp; chairs are subject to availability.</small>

**DESCRIBE YOUR EVENT** (Please be specific - Birthday Party, Family Reunion, Graduation Party, etc...)

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- Is this event open to the public?  Yes  No
- Will you set up any tents outside?  Yes  No
- Will an admission fee be charged?  Yes  No
- Will you be advertising this event?  Yes  No
- Will you be selling anything?  Yes  No
- Will there be any food or non-food vendors at this event?  Yes  No
- Do you plan on putting signage up to promote this event?  Yes  No
- Will you have any type of inflatable or games at this event?  Yes  No
- Will activities be held outside of the facility?  Yes  No

ITEMS AVAILABLE FOR RENT	
<input type="checkbox"/> Warming Pans - \$6.00/ea.	# ___
<input type="checkbox"/> Sterno - \$2.50/ea.	# ___
<input type="checkbox"/> Table Cloth - \$5.00/ea.	# ___
Color: _____	
<input type="checkbox"/> Coffee Maker - \$5.00/ea.	# ___
<input type="checkbox"/> Tea Urn - \$5.00/ea.	# ___
<input type="checkbox"/> PA System - \$25.00	
<small>Note: Quantities &amp; colors of items are limited and subject to availability.</small>	

*If YES, please provide a detailed list (Attach additional information if needed):*  
Homebuyer education open to city residents, will be advertising & will include city of New Bern logos

*If you answered YES to any of these questions, a Special Event application must be filled out and submitted with your request.*

<input type="checkbox"/> Room(s) set-up attached.
<b>Please check amenities you would like to use (Additional fees may apply):</b>
<input type="checkbox"/> Stove <input type="checkbox"/> Sink <input type="checkbox"/> Microwave <input type="checkbox"/> Refrigerator (Kitchen only) <input type="checkbox"/> TV

*Rules, Fees, and Signature Line on back page.*