

**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. At a minimum, a \$50 refundable deposit must be made at the time of reservation. Once reservation is approved the remaining balance is due. We accept the following forms of payment: Cash, Check Credit/Debit cards.

A refundable \$50 security deposit is required to reserve each date.

CONTACT INFORMATION:

Name _____
 Company/Group _____
 Address _____
 City _____ State _____ Zip code _____
 Phone _____ Email _____

DATE OF EVENT: _____ **EXPECTED ATTENDANCE:** _____
Set up Begin Time: _____ **Event Begins:** _____ **Event Ends:** _____ **Clean-up End Time:** _____

PLEASE THE FACILITY AND ROOMS YOU WOULD LIKE TO RESERVE

<input type="checkbox"/> West New Bern Recreation Center	City Resident	Non-Resident
<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 type="checkbox"/> 408 Hancock	City Resident	Non-Resident
<input 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
 _____ Chairs

Requests for tables & chairs are subject to availability.

An additional rate of \$15.00 per hour/per room, as well as Staff fee of \$20.00 per hour applies to all after hours rentals.

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

PLEASE ANSWER THE FOLLOWING QUESTIONS:

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

If YES, please provide a detailed list (Attach additional information if needed):

ITEMS AVAILABLE FOR RENT

Warming Pans - \$6.00/ea. # _____

Sterno - \$2.50/ea. # _____

Table Cloth - \$5.00/ea. # _____

Color: _____

Coffee Maker - \$5.00/ea. # _____

Tea Urn - \$5.00/ea. # _____

PA System - \$25.00

Note: Quantities & colors of items are limited and subject to availability.

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

Room(s) set-up attached.

Please check amenities you would like to use (Additional fees may apply):

Stove Sink Microwave Refrigerator (Kitchen only) TV

Rules, Fees, and Signature Line on back page.

