

PARK SHELTER RESERVATION APPLICATION



Group Name (optional) _____

Applicant/Responsible Person _____

Mailing Address _____

Email Address _____ (Day of) Phone number _____

Requested Date _____ Time of Use _____ Anticipated Attendance _____

Activity Type (check all that apply) Family Reunion Fundraiser Birthday/Graduation Party

Meeting Church Gathering School Function Other (please specify) _____

Inflatable Recreation Devices (If any, proof of general liability insurance coverage must be attached)

"The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it we are required to note the racial/national origin of individual applicants on the basis of visual observation or surname."

I do not wish to furnish this information. _____

ETHNICITY: Hispanic or Latino Not Hispanic or Latino

RACE: American Indian or Alaska Native Black or African American White Asian Native Hawaiian or other Pacific Islander

Information for both ethnicity and race will need to be completed.

Shelter Use Policy (PLEASE READ)

Park shelter reservations are accepted as equitably as possible on a first come, first-served basis. Park shelter facilities may be reserved up to six months in advance by visiting Town Hall personally, by mail, or telephone. Reservations are not considered to be final until payment and all applicable additional paperwork is received by the Town of Mills River during regular Town Hall hours, including Council permission if the event is a fundraiser. Rental fee is \$100 for each 4 hour increment and a \$25 refundable cleaning/damage deposit. Park shelters are available for private use during normal park hours. When not privately reserved, park shelters are open to the public for general shared use at no charge.

Payment may be made by check, cash, or money order and is due at the time of application. Cancellations must be received in writing during regular Town Hall hours by the applicant/contact person at least **72** hours in advance of reservation date in order to receive a refund or reschedule if available. Applicants not showing for their reserved time/date will be refunded their \$25 deposit only and forfeit the \$100 fee. **DEPOSITS WILL BE REFUNDED WITHIN THIRTY DAYS OF THE EVENT IF ALL RENTAL REQUIREMENTS ARE MET. REFUND CHECKS MUST BE CASHED WITHIN NINETY (90) DAYS OF THE CHECK DATE, OR THE TOWN WILL GRATEFULLY ACCEPT YOUR DONATION TO THE PARK.**

The shelter may not be used for an activity which will result in monetary gain for an individual or private group without expressed permission of the Mills River Town Council. Alcoholic beverages and tobacco use are prohibited within all Town of Mills River parks.

No flammable or hazardous decorations will be used. Nails, tacks, or other metal devices may not be driven into any wood on the premises. Defacing of the facility in any way will result in forfeiture of deposit and charge for cost of repair. Any use of adhesive tape products is prohibited. Gas grills or any cooking devices other than the fixed grills at shelter are allowed **only** with prior permission of the Park Director.

The use of an inflatable attraction during the hours of permitted activity is allowed. The inflatable must connect to existing power. Proof of general liability insurance is required at the time of application.

All persons utilizing the premises agree to abide by all park Rules and Regulations, including, but not limited to those expressed on this application. The complete rules are available for viewing at www.millsriver.org.

Town of Mills River staff is authorized for access to any activity at any time so to determine the activity is lawful and in compliance with these policies. This institution is an equal opportunity provider. Granting the use of Town facilities does not constitute an endorsement of the individual's or group's beliefs, viewpoints, policies, or affiliations by the Town of Mills River.

I understand that a thorough check will be made of the rented facility to ensure the site is clean and there has been no damage. I agree that failure to clean up property will forfeit my deposit without recourse and that I am responsible for any damage incurred during my event.

Signature _____ Date _____

Mills River Park Ranger cell phone number is 828-337-8566.

