

Policy for the Rental of Picnic Shelters and Sertoma Amphitheatre

General Information

- A. Party signing this application is held responsible for any and all damage or misuse of facilities.
- B. Non-profit organizations conducting fundraising events must receive approval prior to reservations. Upon request of the Director of Parks, Recreation and Cultural Resources, user will be required to furnish proof as a bona fide non-profit organization. No other groups or individuals may use the facility for any type of profit-making purpose.
- C. Parents or guardians must sign application for anyone under 21 years of age and youth groups requesting use of the facility and must assure adequate adult supervision.
- D. Upon request of the director of Parks, Recreation and Cultural Resources, police security will be required (at the user's expense) before final approval of reservation request.
- E. Capacity limits are posted at the facility.
- F. Park maintenance staff will make every attempt to ready the picnic shelter prior to your arrival. It is our expectation you find the shelter in a ready-to-use condition Your reservation time includes your set-up and clean-up time.
- G. The restrooms are open and available for you to use during your event.
- H. While pavilions will be cleared of debris and trash prior to arrival, plan to provide your own table coverings, disinfecting wipes and hand sanitizer for personal use. Place all trash and recycling in the appropriate receptacles.
- I. Groups using the fireplace and/or grill(s) must provide their own firewood/charcoal and dispose of all ashes, etc. in metal can provided at site. Only charcoal should be used in the grills. Fires are permitted only in grills or fireplaces. Candles, torches, lanterns, etc. are not allowed. Fireplace and/ or grill(s) must be left clean. (Note: When the NC State Forestry Service issues a burning ban, fires of any kind are prohibited in the park.)
- J. If caterers, vendors or other third parties are being used in conjunction with the rental they are required to have a general liability insurance policy with a minimum limit of \$1 million per occurrence and \$2 million aggregate. This policy shall also name the renter and the Town of Cary as an additional insured.
- K. Possession and consumption of alcoholic beverages is prohibited in Town of Cary parks.
- L. All trash, garbage, litter, etc. must be placed in the trash containers provided; and all tables and benches must be left in the same area as found.
- M. Where applicable, all lights must be out prior to leaving the facility.
- N. Persons/groups are responsible for any personal items brought to the facility and must remove items/equipment before leaving.
- O. Private ticket sales and collections of any type of funds for performances or uses of the amphitheater are prohibited.
- P. Loud music, performances and uses that generate sound disrupting the tranquility of the park are prohibited.
- Q. PERSONS/GROUPS MUST VACATE THE FACILITY BY THE END OF THEIR RENTAL TIME.
- R. In the event of severe weather, seek shelter in your automobile.
- S. If any problems arise during your booking, call (919) 469-4012 (Non-emergency Police Number).
- T. Please be aware that sites with electricity cannot handle excessive power requirements. To avoid loss of power, limit the number of items that you plug in. If the power does not work, call the above phone number and the appropriate party will be contacted.

Scheduling: List of Priorities

- A. Town sponsored programs and activities
- B. Programs/activities planned and directed by groups sponsored or co-sponsored by the Town of Cary.
- C. Private, non-profit organizations, individuals, etc., available on a first come, first serve basis. No more than 6 months in advance for Residents and 5 months in advance for Non-Residents.

Reservation Procedure

- A. Person making reservation is held responsible for any and all damage or misuse of facilities. No reservation will be accepted unless "Rental Contract/Permit" is signed by user and is accompanied by rental fees payable to Town of Cary.
- B. Payment of Rental Fees: Rental fees must be paid in full at time of booking. Rental fees are payable at any Community Center office during normal operating hours.

Cancellation

- A. The Cary Parks, Recreation and Cultural Resources Department reserves the right to make cancellations at any time. Cancellation notices will be issued as far in advance as possible. All rental fees will be returned in full if cancellation is initiated by the Cary Parks, Recreation and Cultural Resources Department.
- B. Cancellation may be initiated by party making reservation up to 30 days prior to scheduled use date without liability. All cancellation notices must be submitted in writing to the Community Center Supervisor. Failure to notify the Community Center Supervisor of a cancellation at least 30 days prior to the reservation date will result in a \$25 cancellation fee.

- C. No cancellations will be accepted within five working days of scheduled usage. Cancellations within 5 working days will result in forfeiture of all rental fees.
- D. Rentals proceed rain or shine. Refunds will not be made due to inclement weather, unless the park has been closed for safety reasons.
- E. PLEASE NOTE: Changing rental date within 30 days of reserved date is processed as a cancellation.

Fees

- A. Fees for use of the Picnic Shelters shall be those as adopted in the annual budget of the Town of Cary.

Updated: 08/11/2023