



TOWN OF BELVILLE
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Belville, NC 28451

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**BELVILLE RIVERWALK PARK
FACILITY RESERVATION APPLICATION**

Terms and Agreements

1. All fees are **NON-REFUNDABLE**.
2. The use of food trucks, bounce house(s), and other amenities during the reservation period requires the submission of a **CERTIFICATE OF INSURANCE** naming the "**TOWN OF BELVILLE**" as an **ADDITIONAL INSURED**.
3. Reservations must be requested by persons at least 18 years of age.
4. Reservations are only for shelters and facility use. The Park itself is open to the public on a first-come/first-serve basis.
5. State laws prohibit possession and consumption of alcohol unless a **Temporary Alcohol Beverage Permit** is obtained.
6. Amplified sound **is not permitted without prior approval** from the Town Manager or his/her designee.
7. The reserving group **is responsible for clean-up**. Any trash that does not fit in the provided receptacles must be placed in the dumpster located near the maintenance garage.
8. The reservation group must follow all federal, state, local laws and regulations including Town rules and Ordinances pertaining to Park usage. A copy of the Parks and Recreation rules and regulations can be found at www.townofbelville.com/parksandrec. **EACH SHELTER'S MAXIMUM CAPACITY IS 30 PARTICIPANTS AT ANY TIME.**
9. Reservations shall be made **at least a week in advance** of the requested event date (**subject to availability**).
10. Reservations may be rescheduled **if cancelled at least 48 hours** prior to the start time (**subject to availability**). The reserving group agrees to follow all COVID-19 related Executive Orders and protocols.

I hereby certify that I am the authorized representative of the reserving group and that the statements made above are true to the best of my knowledge and that I have read the regulations, policies and requirements ("Regulations") governing use of Town facilities including the Park. On behalf of the reserving group, we knowingly and voluntarily waive any and all liabilities on the part of the Town and its elected and appointed officials, employees, contractors, agents, representatives, and assigns (the "Town Parties") and release and shall hold harmless and indemnify the Town Parties from any and all liabilities, damages, losses, and costs, including related attorney's fees of any kind or nature whatsoever, known or unknown, direct or indirect, arising from, proximately caused by, or resulting from the group's use of the Park. The group agrees to accept and assume, for its members and their successors, assigns, and representatives, all risks, liabilities, damages, losses, and costs which may result from its use of the Park. **You are responsible for informing your group that failing to comply with the Regulations could result in loss of Park privileges.**

SHELTER RESERVATION FEE OF \$25.00 MUST BE SUBMITTED WITH APPLICATION!

You may visit our website: www.townofbelville.com to pay by Credit Card. Please add \$2.50 to your online transaction total.

Contact Person: _____ Organization: _____

Phone Number: _____ Emergency Contact Number: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip code: _____

Date Requested for Reservation: ____/____/____ Rain date: ____/____/____ Shelter #(s): _____

*****Please indicate requested Facility: Shelter #(s), Picnic Table at Fishing Pier, Observation Deck, Music Pavilion or Grass area.*****

(Please include time for set up & clean-up.) Start Time of Event: _____ End Time of Event: _____

Number of Participants: _____ Nature of Reservation: _____

Name of Bounce House Company, Mobile Food Truck Unit or other Amenities _____

Has the Food Truck provided a Mobile Food Unit Permit from the Brunswick County Health Department? _____

Do you have a Certificate of Insurance for this event? _____

Applicant's Signature _____ Date _____

Department Approval Signature _____ Date: _____

For Internal Use Only: Check# _____ Cash _____ Credit Card _____ TOTAL \$ _____ Date _____