



Waxhaw Parks & Recreation Department Facility Rental Application

****Ask questions or voice any concerns you might have before you rent the space.****

Date of event (s): _____ **Time:** _____ **Purpose of event:** _____ **Number of attendees:** _____

Responsible Party's Name: _____ **Organization/Team Name:** _____

Primary Phone: (____) _____ - _____ **E-Mail:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

NCDL#: _____ **If needed-Nonprofit #:** _____ **If needed-Liability Insurance form** YES or NO

List ALL items including electrical, that your party is bringing to the Facility (ex: coolers, tables, athletic equipment :

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Park/Facility Being Requested: (Check One)

- The Meeting Place *Key Deposit \$25**
(max 20 occupancy)
Key pickup 2 business days prior to rental
- Town Creek Park Multipurpose Field**
- Town Creek Park Shelter**
- Harvey C. Nesbit Park Picnic Area**

- Harvey C. Nesbit Park:**
- Baseball Field:**
- 1 -Babe Ruth Field 2 – T-Ball Field
 - 3 -Atrium Health Field 4 - Commissioner Field
- Soccer Fields:**
- Micro – Field 1 Field 2
 - 6 x 6 – Field 4 Field 5
 - 8 x 8 – Field 6 Field 7

Rental Fees (per hour rates)

Resident/nonprofit fee \$12/hr Non-Resident/nonprofit fee \$18/hr For Profit fee \$50/hr

Field Lighting \$12/hr On Site Town Staffing fee \$25 Power \$10/hr

Rental Fees (per item)

Table \$8/each. # of _____ Chairs \$1/each. # of _____ Trash cans \$1/each. # of _____

Tent \$25/each. # of _____ Porta-jon \$100/each. # of _____ Barricades & Cones \$100 (flat rate)

Field lining/painting fee \$100 (flat rate) Key Deposit Fee \$25 each time # barricades _____ # cones _____

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Special Rental

(1 million Liability Insurance Policy is Required & \$100 Deposit)**

Duncan McDonald House **
Resident: \$35 / Non Resident:\$55 / Profit: \$100/hr
(max 25 occupancy & 21 or older)

Harvey C. Nesbit Park: Tournaments **
(not currently available)
\$150 per field per day (8am to 8pm)

Water Tower/Gravel Lot **
Resident: \$12 / Non Resident:\$18 / Profit: \$50/hr

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PAYMENT

Full payment is due at the time of scheduled rental.

Total hours _____ x Rental Fee _____ = \$ _____ Key # _____ **(Office use only)**

Add on fees _____ + Deposit _____ = Total Cost \$ _____

Cash or Check : In person at Town Hall Annex, 317 N. Broome St. If check; payable to Town of Waxhaw

Online Credit Card Payment: Online credit card payments can be made at:

<https://heartlandpaymentservices.net/PaymentPortal/TownofWaxhaw/Bills> Choose the Parks & Recreation button, select the Facility from drop down menu on right. Enter amount and select method of payment. Follow prompts to complete transaction.

By signing below I acknowledge receipt of and agree to abide by the rules and regulations set by the Town of Waxhaw also I understand the "Facility Rental Policies and Procedures Information/Check List Sheet" for rental of all Town owned facilities.

Applicants shall indemnify and hold harmless the Town of Waxhaw, its agents, volunteers, elected officials and employees from and against all losses, costs, damages, expense, and liability caused by an accident or other occurrence in bodily injury, including death, sickness an disease to any persons, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products or services rendered at this facility.

Applicant agrees to waive, release or discharge the Town of Waxhaw, its agents, volunteers, elected officials and employees, of and from any and all claims, demands, cost, liability and cause of action whatsoever that may arise as a result of participation in this facility including but not limited to, any claims, course of action, liability, damages, demands and cost related to injury to the benefit of Town and shall bind Applicant along with its employees, heirs, legal representatives, assigns and successors in interest of the Applicant or any member thereof.

I, the undersigned , do swear that I have received a copy of, have read, and agree to abide by all the Guidelines as set forth in the rental Agreement.

During your use of the Waxhaw Park Facility, you are liable for any damage done to the property. These expenses may be greater than the deposit amount that you have paid. Once an inspection has been done, you will be notified of the repair cost. The responsible party has to be 21 or older.

Printed name: _____

Applicant's electronic signature: _____ Date: _____

Checks to be made payable to the Town of Waxhaw \$35.00 fee on all returned checks.
A minimum notice of two business days must be given to cancel a reservation for a refund. Refunds take two weeks to process.
All fees are non-refundable and non-transferable after the two business days.

PAYMENT DETAILS (Office Use Only)

Deposit Fee: \$ _____ (Budget # _____)

Rental fee: \$ _____ (Budget # _____)

Staffing Fee (if applicable): \$ _____ (Budget # _____)

Union Co. Environment Health Department Mobile Food Unit Permit: (if applicable): _____

Other Fee: \$ _____ (Budget # _____)

Cash , Credit Card or Check # _____

TOTAL PAID: _____

Staff Member: _____ Date: _____

REIMBURSEMENT (Office Use Only)

Reason: _____

Deposit/Amount \$ _____ Method: Check or Credit Card Date of Request: _____

(Refund Budget # _____)

Payable to: _____

Address: _____ State/Zip: _____

Requested by: _____ Date: _____ Approved by: _____ Date: _____

Contact information: Waxhaw Parks & Recreation Dept. 317 N. Broome Street, Waxhaw, NC 28173
www.waxhaw.com parkrec@waxhaw.com 704.843.2195 (258 and/or 278)

Waxhaw Parks Facilities Locations

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| <p>The Meeting Place Address:
209 West South Main Street
Waxhaw, NC 28173</p> | <p>Town Creek Park Address:
4240 Waxhaw-Marvin Road
Waxhaw, NC 28173</p> | <p>Harvey C. Nesbit Park Address:
1304 H.C.Nesbit Park Drive
Waxhaw, NC 28173</p> |
| <p>The Duncan McDonald House Address:
115 N. McDonald Street
Waxhaw, NC 28173</p> | <p>Waxhaw Water Tower Lot Address:
Corner of Highway 16 (Broome Street) and McDonald Street
Waxhaw, NC 28173</p> | |