



# Waxhaw Parks & Recreation Department Facility Rental Application

**\* Please ask questions or voice any concerns you might have before you rent the space.**

**\*\* Rentals require 24-hour notice and full payment is due at the time of booking. Cancellations require 48 hours' notice minimum in order to receive a refund. \*\***

**Contact information:** Waxhaw Parks & Recreation Dept. 8607 Kensington Drive, Waxhaw, NC 28173

Website: [www.waxhaw.com](http://www.waxhaw.com), E-Mail: [facilityrentals@waxhaw.com](mailto:facilityrentals@waxhaw.com), Phone: 704.843.2195 (ext. 210)

Name of the Event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_ Time: \_\_\_\_\_  
 Purpose of event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_  
 Responsible Party's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 NCDL#: \_\_\_\_\_ Nonprofit #: \_\_\_\_\_ Liability Insurance form  YES or  NO

## Park/Facility

### ***The Meeting Place***

#### ***209 West South Main Street***

\$25 refundable deposit required plus hourly rental fee\*

\*All refunds are via check regardless of payment type.

\_\_\_\_\_ Includes tables/chairs for 20. (Maximum Occupancy: 20 people)

\*Key pickup 1 business day prior to rental

Resident/Nonprofit (In-Town):	\$12/per hour
Non-Resident/Nonprofit (Out of Town):	\$18/per hour
For Profit:	\$50/per hour

### ***Town Creek Park***

#### ***4240 Waxhaw-Marvin Road***

\$100 refundable deposit required plus hourly rental fee\*

\*All refunds are via check regardless of payment type.

\_\_\_\_\_ **Town Creek Park Shelter Multipurpose 20x20 Shelter** (playground & walking trail open to the Public)

Maximum Occupancy: 35 people

#### **Time Block Options\***

Resident/Nonprofit (In-Town):	\$50/per 3-hour block*	<b>8:30am-11:30am</b>
Non-Resident/Nonprofit (Out of Town):	\$60/per 3-hour block*	<b>12:30pm-3:30pm</b>
For Profit:	\$70/per 3-hour block*	<b>4:30pm-7:30pm</b>

\_\_\_\_\_ **Town Creek Park Field Multipurpose Field** (playground & walking trail open to the Public)

Limited Parking. For large events, a drop-off/parking plan will be required

Resident/Nonprofit (In-Town):	\$25/per hour
Non-Resident/Nonprofit (Out of Town):	\$35/per hour
For Profit:	\$50/per hour

**Community Corner (gravel lot under Water Tank) \* Special Rental/Select Dates Only  
Corner of Hwy 16 (Broome St) and McDonald Street**

\$100 refundable deposit required plus hourly rental fee\*

\*All refunds are via check regardless of payment type.

\_\_\_\_\_ **\*\* Special Event Application will be required.**

Resident/Nonprofit (In-Town): \$50/**per hour**  
Non-Resident/Nonprofit (Out of Town): \$75/**per hour**  
For Profit: \$100/**per hour**

**\*\*Special Rental: \$1 million Liability Insurance Policy is required. Other specific rules apply. Please ask for info.**

**Waxhaw Recreation Barn- Amenities Available  
5412 Waxhaw-Marvin Road**

\$100 refundable deposit required plus hourly rental fee\*

\*All refunds are via check regardless of payment type.

\_\_\_\_\_ Large Indoor Room, Front Building (Max Occupancy: 133. Two tables/16 chairs included in rental)

Resident/Nonprofit (In-Town): \$50/**per hour**  
Non-Resident/Nonprofit (Out of Town): \$75/**per hour**  
For Profit: \$100/**per hour**

\_\_\_\_\_ Batting Cages, Front Building (Max Occupancy: 146)

Resident/Nonprofit (In-Town): \$50 **per hour** for two bays -One bay/all ages, one bay/15 & younger  
Non-Resident/Nonprofit (Out of Town): \$75 **per hour** for two bays -One bay/all ages, one bay/15 & younger  
For Profit: \$100 **per hour** for two bays-One bay/all ages, one bay/15 & younger

\_\_\_\_\_ Outdoor Turf Field – 90’ x 80’ (field lights included)

Resident/Nonprofit (In-Town): \$50/**per hour**  
Non-Resident/Nonprofit (Out of Town): \$75/**per hour**  
For Profit: \$100/**per hour**

\_\_\_\_\_ Back Building – Full Space (Max Occupancy: 299)\*\*

Resident/Nonprofit (In-Town): \$75/**per hour**  
Non-Resident/Nonprofit (Out of Town): \$100/**per hour**  
For Profit: \$150/**per hour**

**\*\* Special Rental: \$1 million Liability Insurance Policy required. Other specific rules apply. Please ask for info.**

**\*\*\* Additional Long Term Rental Form required for multiple dates/sports seasons, etc. Please ask for info.**

**Harvey C. Nesbit Park (please ask for map if needed)  
1304 HC Nesbit Park Drive**

\$100 refundable deposit required plus hourly rental fee\*

\*All refunds are via check regardless of payment type.

_____ Baseball Field #1 (Babe Ruth)	_____ Soccer Microfield #2
_____ Baseball Field #2 (T-Ball)	_____ Soccer 6x6 Field #4
_____ Baseball Field #3 (Carolina Healthcare)	_____ Soccer 6x6 Field #5
_____ Baseball Field #4 (Commissioner Field)	_____ Soccer 8x8 Field #6
_____ Soccer Microfield #1	_____ Soccer 8x8 Field #7

Resident/Nonprofit (In-Town): \$30/**per hour**/per field  
Non-Resident/Nonprofit (Out of Town): \$40/**per hour**/per field  
For Profit: \$50/**per hour**/per field  
Tournaments: \$150 per field, per day (8:00am-8:00pm)

**\*\* Tournaments/Special Rentals: Special Rental Application, and a \$1 million Liability Insurance Policy will be required.**

## **Waxhaw Downtown Park – Amenities Available**

### **301 Givens Street**

\$100 refundable deposit required plus hourly rental fee\*

\*All refunds are via check regardless of payment type.

#### Time Block Options\*

**8:30am-11:30am**

**12:30pm-3:30pm**

**4:30pm-7:30pm**

_____ 20 x 20 Picnic Shelter	
Resident/Nonprofit (In-Town):	\$50/per 3-hour block*
Non-Resident/Nonprofit (Out of Town):	\$60/per 3-hour block*
For Profit:	\$70/per 3-hour block*

_____ 80 x 40 Picnic Shelter	
Resident/Nonprofit (In-Town):	\$100/per 3-hour block*
Non-Resident/Nonprofit (Out of Town):	\$120/per 3-hour block*
For Profit:	\$150/per 3-hour block*

_____ Picnic Pod - Includes Grill, Picnic Table, Trash Can (6 picnic pods available)	
Resident/Nonprofit (In-Town):	\$25/per 3-hour block*
Non-Resident/Nonprofit (Out of Town):	\$35/per 3-hour block*
For Profit:	\$50/per 3-hour block*

_____ Amphitheater/Stage**	
Resident/Nonprofit (In-Town):	<b>\$50/per hour</b>
Non-Resident/Nonprofit (Out of Town):	<b>\$75/per hour</b>
For Profit:	<b>\$150/per hour</b>

**\*\* Special Rental: Special Event Application will be required. Please ask for info.**

_____ Small Field (Located between Large Shelter & Flex Court) – <b><u>Instructor Rentals Only</u></b>	
Resident/Nonprofit (In-Town):	<b>\$50/per hour</b>
Non-Resident/Nonprofit (Out of Town):	<b>\$75/per hour</b>
For Profit:	<b>\$100/per hour</b>

_____ Promenade (Pedestrian Pathway) – <b><u>Food Trucks/Special Rentals Only- (Pre-Approval Required)</u></b>	
Food Truck (8 hours/day)	\$50 per day
Resident/Nonprofit (In-Town):	<b>\$50/per hour</b>
Non-Resident/Nonprofit (Out of Town):	<b>\$75/per hour</b>
For Profit:	<b>\$100/per hour</b>

### **Special Rental Equipment/Add-On Fees:**

_____ Table (30"W x 96"L, or Cocktail Table 31" round x 43" high)	\$8 each
_____ Chairs	\$1 each
_____ Trash Cans	\$2 each
_____ Orange Cones	\$5 each
_____ Barricades	\$10 each
_____ 10'x10' Tent (*Deposit Required, Qty 1-5 \$100, Qty 6 or more \$200)	\$25 each
_____ Sandbag tent weights	\$1 each
_____ Power (30 amp/50amp)	\$10 per hour
_____ Detour Signs	\$10 each
_____ Road Closed Sign	\$10 each
_____ ABC/No Alcohol Beyond This Point Sign	\$2 each
_____ Umbrella Rental for Downtown Park Picnic Pod (*Future Amenity)	\$10 each
_____ Port-A-Potty/Handwash Station	\$100 per unit
_____ Portable Light Tower (minimum 3-hour rental, on site staff fee required)	\$50 per hour
_____ Field Lighting (Nesbit Park, Future- Town Creek Park)	\$20 per hour/per field
_____ On Site Town Staffing fee (*Required at Special Event Rentals)	\$25 per hour

**By signing below, I acknowledge receipt of and agree to abide by Park/Facility 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 and 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 must be 21 or older.

**Printed name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Payment**

***Full payment is due at the time of scheduled rental.***

Total Rental Fee Due: \_\_\_\_\_  
Special Rental/Add-On Fees: \_\_\_\_\_  
Facility Deposit Amount to be Paid: \_\_\_\_\_  
**Total Amount Due:** \_\_\_\_\_

***Payment Options:***

\*Checks returned will have \$35.00 fee added to amount due.  
\*\* 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 two business days.

**Cash or Check:** In person at Public Services/Parks & Recreation Bldg: 8607 Kensington Drive, Waxhaw  
If check, please make payable to the **Town of Waxhaw**

**Online Credit Card Payment:**

Online credit card payments can be made. The invoice link will be e-mailed to you once the rental application is complete.

**Internal Town Checklist:**

Staff Member Name: \_\_\_\_\_ Date Paperwork Process Begins: \_\_\_\_\_  
\_\_\_\_\_ Scheduled In RecDesk  
\_\_\_\_\_ Payment Received  
\_\_\_\_\_ Received Signed Paperwork Complete  
\_\_\_\_\_ Special Event Application Required (Yes or No)  
\_\_\_\_\_ Liability Insurance Copy Received (If Applicable)  
\_\_\_\_\_ Deposit Refunded Once Inspection is Complete  
\_\_\_\_\_ Final Date of Completed Paperwork Process