

**NEW BERN PARKS & RECREATION  
FACILITY RESERVATION FORM**

To reserve one of our City of New Bern Parks & Recreation facilities, an application must be submitted no earlier than Six (6) months prior to the desired reservation date and no later than 48 hours prior to the reservation date. At a minimum, a \$50 refundable deposit must be made at the time of reservation. Once reservation is approved the remaining balance is due. We accept the following forms of payment: Cash, Check Credit/Debit cards.

**A refundable \$50 security deposit is required to reserve each date.**

**CONTACT INFORMATION:**

Name CARRIE GALLAGHER  
 Company/Group AFRICAN AMERICAN HERITAGE + CULTURAL CENTER  
 Address P.O. BOX 1354  
 City NEW BERN State NC Zip code 28563-1354  
 Phone CARRIE'S 443.377-2027 Email THE CENTER OF NEW BERN@GMAIL.COM

DATE OF EVENT: FRIDAY JUNE 19 2020 EXPECTED ATTENDANCE: 150  
 Set up Begin Time: 11:00am Event Begins: NOON Event Ends: 8:00pm Clean-up End Time: 9:00pm

PLEASE  THE FACILITY AND ROOMS YOU WOULD LIKE TO RESERVE

<input type="checkbox"/> West New Bern Recreation Center	City Resident	Non-Resident
<input type="checkbox"/> Gym (2 hr./min)	\$40/hr.	\$55/hr.
<input type="checkbox"/> Multi-Purpose Room (2 hr./min)	\$30/hr.	\$45/hr.
<input type="checkbox"/> Meeting Room (2 hr./min)	\$25/hr.	\$35/hr.
<input type="checkbox"/> Kitchen (2 hr./min)	\$25/hr.	\$35/hr.
<input checked="" type="checkbox"/> 408 Hancock ←	City Resident	Non-Resident
<input type="checkbox"/> Multi-purpose Room Meeting (2 hr./min)	\$30/hr.	\$45/hr.
<input type="checkbox"/> Meeting Room (2 hr./min)	\$25/hr.	\$35/hr.

**Tables & Chairs Requested**

10 6' Tables } *est.*  
     8' Tables }  
100 Chairs }

Requests for tables & chairs are subject to availability.

An additional rate of \$15.00 per hour/per room, as well as Staff fee of \$20.00 per hour applies to all after hours rentals.

**DESCRIBE YOUR EVENT** (Please be specific - Birthday Party, Family Reunion, Graduation Party, etc...)

2020 JUNETEENTH CELEBRATION

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- Is this event open to the public?  Yes  No
- Will you set up any tents outside?  Yes  No
- Will an admission fee be charged?  Yes  No
- Will you be advertising this event?  Yes  No
- Will you be selling anything?  Yes  No
- Will there be any food or non-food vendors at this event?  Yes  No
- Do you plan on putting signage up to promote this event?  Yes  No
- Will you have any type of inflatable or games at this event?  Yes  No
- Will activities be held outside of the facility?  Yes  No

If YES, please provide a detailed list (Attach additional information if needed):

WE WILL ENCOURAGE PARKING IN ADJACENT BLACK BEAR LOT + ON-STREET PRE-REGISTRATION IS REQUIRED TO CONTROL PARTICIPATION #5

If you answered YES to any of these questions, a Special Event application **must be filled out** and submitted with your request.

**ITEMS AVAILABLE FOR RENT**

Warming Pans - \$6.00/ea. #     

Sterno - \$2.50/ea. #     

Table Cloth - \$5.00/ea. #     

Color:     

Coffee Maker - \$5.00/ea. #     

Tea Urn - \$5.00/ea. #     

PA System - \$25.00

Note: Quantities & colors of items are limited and subject to availability.

→  Room(s) set-up attached. TBD

**Please check amenities you would like to use** (Additional fees may apply):

Stove  Sink  Microwave  Refrigerator (Kitchen only)  TV

Rules, Fees, and Signature Line on back page.



## New Bern Parks and Recreation Facility Rental Rules & Regulations

Applicant may begin their set up at the facility indicated no earlier than the time and date specified on the front of this form. The event must end no later than 11:00pm on the rental date specified. Facility must be cleaned and returned to its pre-rental condition with all supplies removed no later than the time specified on this form. **THIS FORM ALLOWS FOR THE USE OF SPACE AT THE FACILITY LISTED ON THE DATE SPECIFIED ON THIS FORM. YOU MAY NOT DECORATE THE DAY BEFORE THE EVENT OR LEAVE ITEMS AFTER YOUR EVENT ENDS.**

1. A \$50 security deposit is required to tentatively reserve the date. Once application is approved, the room rental and any other fees are due. Failure to pay after notice has been issued shall result in loss of security deposit and cancellation of reservation.
2. Applicant is responsible for their activity and must be on site for the duration of the event, including set up and clean up.
3. Reservations are for use of areas listed on the front of this application only and NO OTHER AREAS OF THE FACILITY OR PARK. Groups wishing to have a special event in the park/facility or requesting to use additional land within the park must submit a special event Application with this form.
4. Reservations that qualify as a special event shall require liability insurance.
5. Items left after the rental period shall be deemed abandoned. Leftover items shall be disposed of. **Items left shall result in loss of security deposit.**
6. All decorations, equipment, paraphernalia, food, trash etc... provided by the applicant or their authorized representatives must be removed from the reserved area prior to the end of the contract period stated on the front of this application.
7. Renter is responsible for returning facility to pre-rental condition. Staff inspect the facility after each rental.
8. Tables and chairs are available for use, depending on the size of the event. The number available is subject to change. Damages shall be billed to applicant. Do not sit or stand on tables. Do not stand on the chairs. **Tables and chairs are NOT to be removed from the facility.**
9. No staples, nails, tape, thumb tacks, etc., may be inserted on doors, walls or ceiling. No Rice, grain, confetti, etc., shall be thrown or distributed in the building or directly outside the building.
10. HVAC controls may be adjusted by contacting the front desk.
11. Groups wishing to have inflatables, pony rides, water features or other commercial type activities must complete a special event application.
12. No drugs, alcohol or tobacco products are allowed.
13. **Kitchen use:** If items are used, the equipment must be cleaned (*oven turned off*) prior to the end of the rental period. No raw materials (*food/trash, other debris*) may be dumped into sinks. All items brought in, must be removed prior to the end of the rental period. Grills, etc... may not be brought into the facility or placed on the porches. *Use of Refrigerator in kitchen is available upon request.*
14. Applicant is responsible for depositing trash in the proper receptacles. Tables & Chairs must be wiped down after use. Any trash or debris must be picked up and properly disposed of. The facility should be returned to pre-rental condition by the end of the rental period.
15. Any signs on park property must be approved in advance. This facility cannot be subleased.
16. This property is subject to all ordinances of the City of New Bern. The City of New Bern noise ordinance is in effect. Loud music is not allowed. Parks & Recreation Staff and/or New Bern Police reserve the right to shut down the event if any rules and regulations are not followed.
17. All vehicles must be parked in authorized parking spaces. No parking on the grass.
18. Please plan accordingly. Ice, certain tables, chairs, utensils, etc... may not be available for your rental.
19. \*A cancellation with less than 48 hours written notice shall result in forfeited facility rental fees, unless cancellation is weather related, or facility is closed for unforeseen reasons.
20. This application is subject to approval by the Director of Parks and Recreation.
21. **Hold Harmless:** Applicant agrees to save, defend, and hold harmless the City of New Bern, its agents/employees from any, and all claims for loss/damages, including any fees, fines or penalties (*including legal fees and costs incurred*) arising from the applicant's use or occupancy of any City of New Bern property for any activities conducted by applicant on that property.

*I understand and agree to the terms listed herein.*

Gallagher for AAHCC

Signature of Applicant \_\_\_\_\_ Date 2.3.2020

*I recommend this rental. Appropriate information is attached for review.*

\_\_\_\_\_  
Authorized Facility Representative Date

*All documents have been provided and this application is recommended for approval.*

\_\_\_\_\_  
Recreation Superintendent Date

*This application has been approved.*

\_\_\_\_\_  
Director of Parks & Recreation Date

**Total Anticipated Charges**

Deposit pd: \$ \_\_\_\_\_

City Staff: # \_\_\_\_\_  
\$ \_\_\_\_\_

Vendor Fees # \_\_\_\_\_  
\$ \_\_\_\_\_

Other Charges \$ \_\_\_\_\_

Park/Facility Rental: \$ \_\_\_\_\_

**Total Due: \$ \_\_\_\_\_**

- Met with Applicant to discuss reservation  Yes  No
- All Paperwork & Attachments collected Date: \_\_\_\_\_
- All fees collected \$ \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_





New Bern Parks, Recreation, & Cultural Resources
Pre-Event or Permit Questionnaire



Thank you for choosing New Bern Parks & Recreation for your event or permit. The purpose of this form is to obtain information before the application or permit process is requested.

If requesting the use of a recreation center, complete and return to the facility of choice (contact facility at bottom of page); approval of application is at the discretion of the Center Supervisor.

Please note: When requesting the use of City facilities for event purposes, allow for a minimum of 60 days prior to the requested event date for consideration; for permits, allow for a minimum of 30 days prior to the requested permit date for consideration. Completing a pre-event or permit questionnaire does not guarantee approval.

Name: The African American Heritage & Cultural Center Today's Date: 2.3.2020

Address: Post Office Box 1354 City: New Bern

State: NC Zip: 28563-1354 Telephone: Director's Cell: Cell: 3443.377.2027

E-mail address: TheCenterofNewBern@gmail.com

Facility Requested (check one): Stanley White Rec. Center West New Bern Rec. Center
George St. Park Spray Ground New Bern Aquatics Center Athletic Field City Park
X Other (example: Open Space/Ball Field/Street): 408 Hancock Street, NBNC

Date of Event: JUNE 19 2020 Hours: From: Prep at 11 am To: Close Doors at 9pm

Purpose of Event: Celebration of JUNETEENTH 2020

Is this an ongoing event? Yes X No (if yes, please explain, include dates & times:

Are you requesting closure and/or use of State-owned streets/bridges in the City limits of New Bern? Y\* X N

\*If yes, a 90-day notice is required by DOT regulation to gain permission to use/close State roads/bridges. A Special Event Form must be completed and returned to NCDOT.

Is event for fundraising purposes? Yes X No (If yes, please provide non-profit or not-for-profit organization name and tax I.D.

Number) Organization Name: AS ABOVE EIN: 83-3900850

Projected Attendance: 150 Max Will you be charging admission? X Yes No (If yes, state how much \$ 25 each)

Note: Security may be required at the organizers expense, given the attendance and projected nature of the event.

Recreation Center: please check the area(s) you are requesting
Meeting Room Kitchen Multi-purpose Room Game Room Fitness Room Gymnasium

Park Name: Please check the area(s) you are requesting.
Shelter Open Space Stage Gazebo Other:

Electricity? X Yes No (Check one) Water? X Yes No (Check one)

Signature: [Handwritten Signature]

Title: AAH&C Center Director

Date: 2.05.2020

**FOR OFFICE USE ONLY**

Favorable Review \_\_\_Y \_\_\_N

Request denied \_\_\_Y \_\_\_N

If denied, state reason: \_\_\_\_\_

Paid Event: \_\_\_\_\_ Sponsored Event: \_\_\_\_\_ Rental fee: \_\_\_\_\_

Center Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks & Recreation Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Parks & Recreation Admin.: 252-639-2901(fax: 636-4138) \*\*West New Bern Rec, Ctr.: 252-639-2912 (fax: 636-0861)  
\*\* \*\*Stanley White Rec. Ctr.: 252-639-2919 (fax: 636-0676) \*\*New Bern Aquatic Ctr.: 252-639-2980\*\* \*\*George St. Spray  
Ground: 252-633-6679\*\*