

TOWN OF SWANSBORO PARKS RESERVATION APPLICATION

Name _____ Organization _____

Address _____ City/State _____ Zip _____

Telephone(s) _____ Email _____

Park Requested _____ Date(s) Requested _____ Time(s) _____

Purpose of Rental _____

Payment & Refund (if applicable) Information

Who is making the payment? (Check One): ☐ Individual ☐ Organization/Business

Name to Appear on Refund Check _____

Refund Mailing Address _____ City/State _____ Zip _____

I, _____, the authorized representative of _____ declare that the Swansboro Park identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damages to the park or its facilities. Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. **I have received and agreed to all terms of the Parks Reservation Application.**

Signature of Applicant

Date

Resident Rate	Park Facilities Fees	Non-Resident Rate
\$10/hr.	Municipal Park Tennis Courts	\$15/hr.
\$10/hr.	Municipal Park Basketball Courts	\$15/hr.
\$15/hr.	Municipal Park Large Picnic Shelter	\$25/hr.
\$10/hr.	Municipal Park Medium Picnic Shelter	\$15/hr.
\$15/hr.	Municipal Park Concession Stand	\$25/hr.
\$20/hr.	Municipal Park Athletic Fields	\$30/hr.
\$10/hr.	Riverview Park Small Picnic Shelter	\$15/hr.
\$25/hr.	Riverview Large Covered Deck	\$40/hr.
\$50/hr.	Downtown Park Bandstand/Pavilion (2 hr. minimum required)	\$75/hr.
\$15/hr.	Pirates Den Park Large Picnic Shelter	\$25/hr.
\$15/hr.	Pineland Park Picnic Shelter	\$25/hr.
\$25	Parks Open Space/Church Street Gazebo Usage Permit	\$40
\$10	Permit with Reservation (i.e-grills, tent, inflatables, DJ)	\$15
	Parks/Facilities are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals, during operation hours	

Refunds for event cancellation:

Cancellation at least 14 days in advance Full Refund of Fees
Cancellation at least 48 hours in advance Refund of fees, less 2 hours use fee
Cancellation less than 48 hours in advance No Refund of Fees

**Reservations must be
made at least 3 days
in advance**