

Winston-Salem Recreation & Parks Salem Lake Marina Rental Application

*Applicant must be at least 18 years of age, responsible for any/all damages, & in attendance during the entire event.
There is a refundable \$100 deposit required to hold dates.*

Contact Information

Contact Name _____ Email _____
 Address _____
 City _____ State _____ Zip _____
 Phone # _____ Alt Phone # _____

Rental Information

Day/Date of Rental: _____
 Start time: _____ End Time: _____ Total Hours: _____
 Event Type _____ # of Guests: _____
 Will admission fees or sales occur during the event? YES NO
 If yes please explain: _____

Rental Rates

	4 hours	5 hours	6 hours	7 hours	8 hours
City Resident	\$600	\$750	\$900	\$1,050	\$1,200
Non-City Resident	\$700	\$875	\$1,050	\$1,225	\$1,400
Wedding Package City Resident	\$2,000 (various hours Friday – Sunday)				
Wedding Package Non-City Resident	\$3,000 (various hours Friday – Sunday)				
After-hour Personnel Fee (2 staff minimum @ \$20/hour per employee)					

Rental Fees: _____ Deposit Paid: _____ Balance Due: _____

I am the authorized and responsible representative of the intended event. The information above is correct and details of the rental are accurate. I will hold all attendees responsible for complying with the regulations, policies, and fees governing the use of the facility as detailed in the FACILITY RENTAL POLICY.

I understand non-compliance can result in the termination of the agreement.

I have received a copy of the RENTAL POLICIES & RULES: YES NO

Signature _____ Date _____

Employee Name _____ Date _____

Supervisor _____ Date: _____

Winston-Salem Recreation & Parks

Salem Lake Marina Rental Policies & Rules

RESERVATION

- Salem Lake Marina is rented for a minimum of four (4) hours
- A \$100 refundable/non-transferable deposit and rental agreement is required to hold the date
 - Deposit is in addition to the total amount due
- All fees must be paid two (2) weeks prior to event
 - Payments within 30 days must be cash, certified check, or money order
 - Failure to pay in advance will result in cancellation of rental
- Salem Lake Marina is only available during the indicated time stated on FACILITY USE APPLICATION
 - Set-up, decorating, break down and clean up time cannot extend beyond time requested
 - Additional time may be purchased up to five (5) days before the event
- Cancellation must be received in writing two weeks prior to your event
 - Refunds will be sent by mail (minus the deposit) within four (4) weeks of cancellation
- WSRP employee will monitor the rental to ensure policies are being adhered to
- Certificate of liability insurance and/or police officers may be required for some events
 - If required must be secured with confirmation two (2) weeks prior to event
- Operating Hours: Monday – Friday, 8 am and Saturday – Sunday, 7 am, closing times vary based on season
- Rentals must be scheduled between 8:00 am and midnight

FACILITY

- **Alcohol is not permitted inside or outside of Salem Lake Marina**
 - Presence of any alcohol at event will result in immediate termination of event without refund
- Smoking prohibited inside, on deck, and within 30 feet of facility
- NO disruptive entertainment (excessively loud music, inappropriate entertainment, etc.)
- All WSRP equipment used during event must be cleaned and returned to original locations
- NO glitter, confetti, bubbles, or open flames permitted inside facility
- Only FREE-STANDING decorations may be used (nothing may be affixed to walls, doors, windows, or ceiling)
- Grilling/frying is permitted a minimum of 25 feet away from building with approval of supervisor and location
 - Cooking fire extinguishers must be present
- Parking is not reserved for event during park operating hours and may be limited. Four (4) spaces will be marker for renter
- No Parking in covered drop off area, May only be used to unload, pickup/drop off

SET UP & CLEAN UP

- Rental groups are responsible for their set up and clean up
- Tables and chairs returned to storage closets
- Trash taken outside to dumpster (trash bags furnished by facility)
- Floors swept, mopped and cleaned of any spills
- Wipe down all tables, counter tops, and sinks
- NO food or grease poured down kitchen sink drain
- All litter outside and inside from rental cleaned up
- Delivery and pick up of outside organization rental equipment must be approved by facility supervisor
- **All personal equipment or supplies removed from facility at end of rental**

I understand the WSRP FACILITY RENTAL POLICIES and will hold guests and myself accountable for complying.
I understand if these policies are not followed WSRP has the right to cancel rental before or terminate during the event.

Name (Print): _____ Date: _____

Signature: _____

Employee Signature: _____ Rental Date: _____