

Rental Date _____

Winston-Salem Recreation & Parks Salem Lake Marina Rental Application

*Applicant must be at least 21 years of age, responsible for any/all damages, & in attendance during the entire event.
A \$100 deposit required to hold dates.*

Applicant Name _____ **Email** _____

Address _____

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

Primary # _____ **Day #** _____

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: _____

Will alcohol be served at this event? YES NO If yes fill out additional forms

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
Weekend Package City Resident	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Weekend Package Non-City Resident	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Personnel Fees (After Hours \$40 Per Hour)	\$160	\$200	\$240	\$280	\$320

Total Event Balance: \$ _____

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

I have received a copy of ALCOHOL AGREEMENT & POLICY YES NO

Signature _____ **Date** _____

Employee Name _____ **Date** _____

Winston-Salem Recreation & Parks Salem Lake Marina Rental Policies & Rules

RESERVATION: Initial _____

- Available to rent for a minimum of four (4) hours between:
 - Sunday – Thursday 8:00 a.m. and 10:00 p.m.
 - Friday – Saturday, 8:00 a.m. - midnight
- All fees must be paid 30 days prior to event
 - Failure to pay in advance will result in cancellation of rental
- A \$100 refundable/non-transferable deposit and rental agreement is required to hold the date
 - Deposit is in addition to the total amount due
 - Deposit will be returned within four (4) weeks of event if:
 - There is no damage
 - Facility is properly cleaned
 - Facility is vacated by end of posted rental time
 - Cancelling an event will result in loss of deposit
 - Additional fees may be charged if rental results in damage/cleaning that surpasses deposit amount
- Cancellation must be received in writing two weeks prior to your event to be refunded fees paid minus the deposit
- Salem Lake Marina is only available during time indicated 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 14 days before the event
 - Rental times must be finalized 14 days before event
- WSRP employee(s) 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
- Any rental occurring outside of regular park operating hours a \$40 staff fee per hour will be charged

Covid-19 Protocols: Initial _____

- All guests are required to wear masks while inside the facility unless actively eating or drinking, per executive order
- Gathering size is restricted to the number as specified by Executive order.
 - Current restriction limits number of guests to _____
 - Covid-19 restrictions remain a fluid situation. This means that restrictions may be loosened or tightened due to current conditions, and gathering size restrictions may be different that time or rental agreement.

FACILITY: Initial _____

- Any alcohol present at event without proper paperwork 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.)
- NO glitter, confetti, bubbles, or open flames permitted inside facility
- Balloon releases are prohibited.
- Only FREE-STANDING decorations may be used (nothing may be affixed to walls, doors, windows, or ceiling)
- Grilling/frying is permitted in a designated space 25 feet from building
 - Cooking fire extinguishers must be present
- Doors may not be propped open except when loading and unloading supplies
- Porch blocked off from kitchen door to far corner where deck widens.
- 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 is prohibited

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- Only used to unload, pickup/drop off supplies
- Lobby furniture may be moved upon request by staff, must have notification 14 days before event
- Furniture supplied with rental:
 - 12 - Round tables 5 ft. diameter, seat 8 max, 6 more comfortably
 - 20 – Rectangular Tables 8 ft. long, seat 8
 - 4 – Rectangular tables 6 ft. long, seat 6 different height from 8 ft. tables
 - 150 – Banquet style chairs with cushioned seat and back
 - Access to 80-inch television and DVD player. Can be connected to laptop or flash drive. Recommend testing personal pairing equipment with television prior to event.
- Kitchen Equipment available:

• Ice Machine	Microwave	2 – Stove Tops	Oven	80 – Cup Coffee Urn
• Prep Tables	Refrigerator	Freezer	Deep Sink	

SET UP & CLEAN UP: Initial _____

- All WSRP equipment used during event must be cleaned and returned to original locations
- Rental groups are responsible for their set up and clean up
- Staff will set up tables in advance based on diagram provided by renter.
- Chairs will be placed in stacks of 6 around the room based on seating needs
- Tables must be wiped down and chairs stacked 6 high
- All litter/trash outside and inside from rental must be cleaned up
- Trash taken outside to dumpster (trash bags furnished by facility)
- Floors must be swept, spot mopped and cleaned of any spills
- Wipe down counter tops and sinks, NO food or grease poured down kitchen sink drain
- 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**
- **Cleaning materials supplied:**

• Trash Bags	Cleaning Rags	Trash Cans	Dish Soap	Soap Bucket
• Mop	Broom	Dust Mop	Dust Pan	Cleaning Spray

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.

Signature: _____ **Date:** _____

Payment Date _____ Amount Paid _____ Remaining Balance _____ Payment Date _____ Amount Paid _____ Remaining Balance _____

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Payment Date _____ Amount Paid _____ Remaining Balance _____ Payment Date _____ Amount Paid _____ Remaining Balance _____

Paid in full on _____

Rental Date _____

Winston-Salem Recreation & Parks Salem Lake Marina Rental Alcohol Agreement & Policy

Consumption and/or possession of alcoholic beverages require special permitting. Without a permit, alcohol brought to any park/facility is a misdemeanor crime. Any indication of unpermitted alcohol at the site or underage drinking during the rental will result in possible legal fees and/or immediate termination of the event without refund.

Applicant Name _____ **Email** _____

Primary # _____ **Secondary #** _____

REQUIREMENTS

- Rental is paid in full 30 days in advance.
- General liability insurance
 - The individual or organization renting the marina must provide proof of general liability insurance coverage, with limits no less than \$1 million per occurrence/\$2 million aggregate. The name on the policy must match the name of the applicant.
 - The City of Winston-Salem must be listed as a named additional insured on the general liability insurance policy.
- Liquor Liability Insurance
 - The insurance coverage must be in the name of the entity that will be serving alcohol.
 - The entity serving alcohol must have all required State, Federal, and local permits to serve alcohol.
 - Insurance shall provide bodily injury and property damage limits of not less than \$1 million per occurrence/ \$2 million aggregate.
- ABC Commission Permit (www.abc.nc.gov) required no later than two weeks prior to rental date if:
 - Fees are paid to purchase tickets to the event
 - Donations paid to offset cost
- At least one (1) City of Winston-Salem police officer be present for the duration of the event, with the number of officers required depending on the number of guests.
 - Ratio of one (1) officer to every 60 guests
 - Contact (336) 306-9362 or email bdaniel@wspd.org for assistance
 - Confirm security no later than two weeks prior to the event.

POLICY

- Applicant is responsible for all liability relating to the event
- No sales are permitted
- Alcohol is limited to malt beverages and/or unfortified wines and champagne. Liquor is not permitted.
- Alcohol consumption by any person under the age of 21 is prohibited
- All guest must have a valid identification to consume alcoholic beverages
- Employees, catering staff, or security can request valid identification any time during your event
- Alcoholic drinks must be consumed within rental area (event room &/or designated deck space)
- All beverages must be poured into a plastic cup or consumed from a can
- All empty bottles or cans are disposed of properly

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Signature _____ **Date** _____

Supervisor _____ **Date:** _____

Director/Assistant Director _____ **Date:** _____