



**City of Winston Salem  
Recreation and Parks Department  
100 E. First Street, Suite 407  
Winston-Salem, NC 27102**

**FACILITY RENTAL FORM**

PLEASE PRINT OR TYPE

Name of Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Requested Rental Space:  Enclosed Shelter  Open Shelter

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. or p.m. to \_\_\_\_\_ a.m. or p.m.

Composition of Group: # of Adults: \_\_\_\_\_ # of Youth: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ people

Equipment Needed for Event:

Tables Number of Tables: \_\_\_\_\_  Chairs Number of Chairs: \_\_\_\_\_

Is any admission fee, sales or collection to be made in connection with this event?  Yes  No

If yes, please explain: \_\_\_\_\_

**RENTAL FEES:**

City Residents (Monday – Thursday): Open Shelter: \$25 Enclosed Shelter: \$25

City Residents (Fri - Sun & Holidays): Open Shelter: \$35 Enclosed Shelter: \$45

Non-City Residents (Mon –Thurs): Open Shelter: \$40 Enclosed Shelter: \$40

Non-City Residents (Fri- Sun & Holidays): Open Shelter: \$55 Enclosed Shelter: \$70

Payment for the rental is due in full when the rental form is submitted to the City of Winston-Salem.

All payments made must be paid with cash, certified check or money order. All checks should be made payable to the City of Winston Salem. Memo of checks: Vendor Market Rental. There is a \$25 returned check fee.

**NO ALCHOLIC BEVERAGES ARE ALLOWED WITH THE RENTAL OF THIS FACILITY.**

I have read and understand the rules and regulations on the back for renting the Vendors Market.

I hereby certify that I am the authorized and responsible representative of the petitioning organization; that the above statements are true to the best of my knowledge; and that our group will comply with the regulations, policies, and fee schedule governing use of the facility; and I (the group) further understand that non-compliance of these guidelines can result in the cancellation of use of the facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **RULES AND REGULATIONS**

### **No Refunds**

Rain dates will be scheduled within 48 hours of the event. The new date for the rental will be scheduled on a "first come, first served" basis.

### **Hours of Operation**

Shelters may be reserved between the hours of 8:00 a.m. until sunset, Monday- Sunday.

### **Alcoholic beverages and illegal drugs are strictly prohibited Decorations**

Please do not use staples, duct tape or nails to attach any items to the shelters.

### **No motorized vehicles on grassy areas**

No motorized vehicles on grassy areas or around shelters. Park only in designated parking areas.

### **Sound Devices**

Examples of acceptable sound devices for use during a rental are: CD players, radios, and boom boxes. Use of sound device must comply with the City Noise Ordinance [Sec. 46-36], which states that sound shall not be amplified or reproduced in such a manner as to create noise at 50 feet from the device. Live bands or for-profit performances must have prior authorization from the Recreation and Parks Director.

### **Maximum Shelter Capacity**

Maximum shelter capacity must not be exceeded. Any event that exceeds the capacity of either shelter may be ended by Recreation and Parks staff, Winston-Salem Police or Winston-Salem Fire Department.

### **Inflatables**

The City of Winston-Salem Recreation and Parks Department must receive a copy of liability insurance and insurance agreement from any company providing inflatables or large water toys in the park. This information must be returned to Recreation and Parks Administration at least two weeks prior to the rental date. If this information is not provided, the Recreation and Parks Department reserves the right to cancel the reservation.

### **Grills and other Cooking Equipment**

Charcoal and gas grills are allowed at the market. Turkey and fish fryers are also allowed. All cooking equipment must be at least ten (10) feet away from the shelter. If you will be using charcoal grills, all charcoal must be taken with you at the end of the event. Do not dump the coals anywhere in the shelter area. All fires must be extinguished before vacating the vendor market.

### **Event Flyers**

All flyers for an event at the Vendor Market must be pre-approved by the Recreation and Parks Director prior to posting. It is recommended that a copy of the flyer be submitted for approval at least two weeks prior to the event. If a flyer that has not been previously approved is posted/advertised, the Recreation and Parks Department reserves the right to cancel the reservation. Flyers must be

removed and properly disposed of prior to your leaving the park on the day of the rental.

### **Age Requirements for Facility Rental**

All renters must be at least 21 years of age and have a paid reservation with an issued confirmation letter before the shelter may be used. Proper identification must be shown at the time of reservation/payment.

### **Reservation and Payment**

Payment for the rental is due in full when the rental form is submitted to the City of Winston-Salem. There will be a \$25 fee for all returned checks.

### **Rental Confirmation Letter**

Your confirmation letter must be available to Winston-Salem Police, Fire or Recreation and Parks staff upon request.

### **Set-Up and Clean Up**

The person who rents the shelter(s) is responsible for all necessary set-up and clean up including decorating the shelter and tables as well as removing the decorations at the conclusion of the event.

The person who made the reservation will be held responsible for the usage of the shelter and will be liable for clean-up and charges for any damages or maintenance fees incurred as a result of this activity.

All areas in and around shelter must be left free of litter and debris. Trash bags are provided by the City of Winston-Salem. Please tie up used trash bags and leave them neatly placed out the shelter for City staff to dispose. Be sure to notify Recreation and Parks staff prior to vacating the market for an inspection.

### **Damages**

Any and all damages to the facilities, equipment, and other City property, while being used by the renter, will be the responsibility of the renter and payable in full to the City of Winston-Salem. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities. The Recreation and Parks Department reserves the right to decline renting to patrons who have incurred damages to City property in previous rentals.

### **Violations**

Winston-Salem Police, Fire and/or Recreation and Parks staff have authority to end any rental due to violation of the law or the Vendor Market rules/regulations.

### **Liability**

The City of Winston-Salem assumes no responsibility for personal injury or personal property loss as a result of use of facilities by individuals, families, organizations or businesses.

### **Important Telephone Numbers**

- Medical Emergency: 911
- Unlawful shelter use, power, restroom or trash issues: CityLink 311 or 336-727-8000
- Non-Emergency Police: 336-773-7700