BELK-TONAWANDA PARK USE APPLICATION

Date of Event_____ **Time of Event** _____ ☐ am ☐ pm until _____ ☐ am ☐ pm

Type of Event_____ **# Attending**_____

Space Requested_____

Contact Person_____**City Resident**___ **Non-City Resident**____

Address_____**City/State**_____**Zip**_____

Email Address_____**Driver's License #**_____

Home Phone_____**Cell Phone/Business Phone**_____

Name of Group/Event/Company_____

__Internal Organization **___Organization with valid Non-Profit status (501 C must be attached) (Check if applicable only)**

OFFICE AND ADMINISTRATIVE USE ONLY:

Employee Completing Application:_____**Date**_____

Approved___Denied___Facility Supervisor _____**Date**_____

Approved___Denied___Parks and Rec Director_____**Date**_____

Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.

Entire Park	**$**_____
Shelter	**$**_____
Amphitheatre	**$**_____
Hourly Fee	**$**_____
Total Amount Paid	**$**_____
Total Amount Due	**$**_____

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. *I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.* ***I certify that the undersigned is at least 21 years of age.***

Today's Date_____ **Signature**_____

NOTE: PERMIT IS NOT VALID UNTIL APPROVED AND SIGNED BY AUTHORIZED PERSONNEL AS LISTED

ADMINSITRATIVE USE ONLY: **Permit#:**_____

Certificate of Insurance (If applicable):_____**Temporary Use City Permit (If applicable):**_____**Receipt#:**_____

Payee:_____**Cash/Credit Card/Ck#**_____**Amount**_____**Date**_____

OFFICE USE ONLY: Facility was left in satisfactory condition Yes_____ No_____

Refund of $_____ to be processed Signature of Facility Supervisor_____Date_____

Updated 5/16/2019

Belk Tonawanda Park Rules and Regulations

Belk Tonawanda Fee Schedule and Occupancy

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Entire Park	**N/A**	**Up to 8 hours**	**$200.00**	**$250.00**
Shelter	**75**	**Up to 8 hours**	**$75.00**	**$95.00**
Amphitheatre	**N/A**	**Up to 8 hours**	**$100.00**	**$125.00**

Rental Guidelines

- **If for any reason, you are not able to access the facility for your rental, please call:**
  1.) 980-210-5438 2.) 980-210-5259 3.) 828-308-3566
- A security deposit charged at 50% of rental fee is due at time of facility request.
- Rental fee must be paid in full 30 days prior to rental.
- Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.

Do any of the following items pertain to your request?

Event open to the public?:**(Requires Full Park Rental)* **YES_____ NO_____**
***(Permitted for Non-Profit Use Only)**

The use of amusement attractions including inflatables: YES_____ NO_____

Tents larger than 400 square feet*: YES_____ NO_____

***Note: Smaller tents may only be attached to create up to 700 square feet and must have a 12 ft. fire break between tents.**

Will concessions be made available: YES_____ NO_____

Will street traffic be impacted by event: YES_____ NO_____

Large items of equipment, including rental equipment: YES_____ NO_____

Fee associated with reservation?:* YES_____ NO_____
***(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)**

Banners and signs at event site: YES_____ NO_____

ADMINISTRATIVE USE ONLY:

Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES_____	NO_____	N/A_____
Certificate of Insurance	YES_____	NO_____	N/A_____

Staff Signature_____Date_____

Updated 5/16/2019

Monroe Parks and Recreation

Park Rental Usage Guidelines

Belk-Tonawanda, Creft Park, Sunset Park, Don Griffin Park, Dickerson Park

FACILITY FEES

Belk Tonawanda Park:	Daily	Resident: $200.00	Non-Resident: $250.00
Belk Tonawanda Amphitheater:	Daily	Resident: $100.00	Non-Resident: $125.00
Park Picnic Shelter:	Daily	Resident: $75.00	Non-Resident: $95.00
Community Center Shelter*:	Half Day	Resident: $70.00	Non- Resident: $90.00
	Full Day	Resident: $120.00	Non-Resident: $150.00

*includes meeting room rental (Sutton Park Community Center Only)

NO ALCOHOL IS ALLOWED ON PREMISES

ALL CITY OWNED FACILITIES ARE NON SMOKING

A 50% rental fee deposit must be paid when the reservation is made. Balance of rental must be paid thirty (30) days prior to rental.

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee will be issued if cancelled thirty (30) days prior to usage. Cancellations within thirty (30) days of rental will be issued a 50% refund minus the administration fee.

1. MAXIMUM CAPACITY: Occupancy varies. Please refer to fee schedule for occupancy.
2. Use of alcohol and tobacco products are strictly prohibited.
3. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
4. Any outside vendor (DJ, caterer etc) associated with your event or rental must be approved by the parks and recreation department. Additional permits and a certificate of insurance may apply.
5. All flyers or information shared with public MUST be approved by the parks and recreation department.
6. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
7. Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the parks and recreation department. Most park facilities have grills on site.
8. Any facility rental that is open to the public must provide non-profit (501c3) status and must provide a certificate of insurance listing the City of Monroe as additionally insured.

Updated 5/16/2019

9. No admission fees may be charged at the door; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations.
10. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
11. No tape, staples or glue is to be used to decorate any shelters.
12. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
13. **All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.**
14. Depending on the type of rental, other city permits may be required before the rental is approved.
15. Renter must have a copy of the approved facility use application at the time of their rental.
16. Person listed on application must be present at the facility for the duration of their rental.
17. Please park in designated areas only.

I have read, understand, and agree to follow all rental guidelines.

_____ _____

Signature of Dept. Representative/Date

Printed Name of Renter

_____

Signature of Renter/Date