

## **Town of Wingate Park Picnic Shelter Shelter Rental & Usage Guidelines**

1. All rentals are on a first-come, first-serve basis. The full payment (including the deposit and all fees) must be received in order to place a reservation on the calendar.
2. The reservation time must include all time required for set-up and clean up. The renting party will be billed \$100.00 per hour for each hour over the rental schedule.
3. Deposit and rental fees will be refunded minus \$25.00 if rental is canceled at least (3) business days before reservation.
4. Deposit will be returned by mail within 14 business days. (If facilities require no clean up or repair. If there is excessive damage or the renting party has not met the cleaning requirements, the renting party forfeits the deposit and may incur a bill for the difference.)
5. The rental party will be billed for damages that exceed the deposit amount.
6. The rental party shall indemnify and hold the Town of Wingate harmless from any damages or injuries incurred during, or as a result of such use.
7. Alcoholic beverages and tobacco products and the use of any such items are prohibited within the town park.
8. We reserve the right to have multiple rentals on any given day.
9. We reserve the right to withhold deposits based on the discretion or involvement of town staff
10. Parking only allowed in designated parking areas. No parking on grass, sidewalks or walking trails.
11. No solicitation. Sales of food or other items is not allowed.
12. No inflatables over 427 Sq. ft. No inflatables using water or water slides allowed.

### **Cleaning Requirements**

13. Decorations should be removed and tables left clean. All trash should be discarded in trash cans.

**Thank you for choosing the Town of Wingate's Park Picnic Shelter for your event.**

**I have read and understood ALL of the rental and usage guidelines and requirements.**

**Signature of Lessee:**

\_\_\_\_\_ **Date:**  
\_\_\_\_\_

Since this is a public park, we cannot guarantee the restrooms will be clean at the time of rental.