



**CONTRACT FOR
FACILITIES RENTAL AT OAK ISLAND RECREATION CENTER**

Oak Island Parks and Recreation Department * 3003 E. Oak Island Dr.

Mail: 4601 E Oak Island Dr., Oak Island, NC 28465 • Phone: (910) 278-5518 • Fax: (910) 278-5350

<p align="center">Sea Oats Room Rental Fees</p> <p>4 hrs.- \$55.00(res)/\$65.00 (nonres) Non-Refundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>	<p align="center">Salt Marsh Room Rental Fees</p> <p>4 hrs.- \$45.00(res)/\$55.00 (nonres) Non-Refundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>																		
<p align="center">Sea Turtle Room Room Rental Fees</p> <p>4 hrs.- \$35.00(res)/\$45.00 (nonres) Non-Refundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td align="right">Paid</td> </tr> <tr> <td>Security Deposit</td> <td align="right">___ ___</td> </tr> <tr> <td>Cleaning Fee</td> <td align="right">___ ___</td> </tr> <tr> <td>Room Rental</td> <td align="right">___ ___</td> </tr> <tr> <td>+ Kitchen Rental</td> <td align="right">___ ___</td> </tr> <tr> <td>After Hours</td> <td align="right">___ ___</td> </tr> <tr> <td>Staff Time</td> <td align="right">___ ___</td> </tr> <tr> <td>Total Hours</td> <td align="right">___ ___</td> </tr> <tr> <td align="right">Total</td> <td align="right">___ ___</td> </tr> </table>		Paid	Security Deposit	___ ___	Cleaning Fee	___ ___	Room Rental	___ ___	+ Kitchen Rental	___ ___	After Hours	___ ___	Staff Time	___ ___	Total Hours	___ ___	Total	___ ___
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<p align="center">Kitchen Rental Fees</p> <p>Meeting Only: 4 hrs.- \$30.00(res)/\$35.00 (non-res) (In addition): 4 hrs. - \$30.00 (res)/\$35.00 (non-res) Non-Refundable Cleaning Fee - \$35.00 Refundable Security Deposit - \$50.00</p>																			
<p align="center">\$15.00/hr staff time (opening/closing and monitoring facility) will be charged for rentals after regular operating hours (M-TH 6:30am-8pm, F 6:30am-6pm, S 9am-2pm)</p>																			

FACILITY USEAGE

Day /Date _____

Nature of Event _____

Room(s) Requested _____

Hours: _____ AM / PM to _____ AM / PM

Event Hours: _____ to _____

Estimated Attendance: Under 21yrs _____ Over 21yrs _____ Total: _____

Event open to public?* Yes No Admission charged? Yes No Is this a fundraiser? Yes No
**publicity must be pre-approved*

ORGANIZATION

Contact Name _____ Phone _____

Organization: _____ Address: _____

City _____ Zip Code _____

Phone: (Day) _____ (Eve) _____ (Cell) _____ (Fax) _____

4. If incomplete or incorrect information is given on the rental contract (ie. contact information, resident status, nature of the event, expected attendance) the Department may immediately cancel the rental without refund of fees or deposit. Refund of fees or deposit may only be given to the person who paid the fees.

Charges and Cancellations

If the event is cancelled, the Department must be notified 7 days in advance in order to get refundable deposit returned. If the nature of the event or number of participants changes, the Department must be notified immediately and no changes may be made within 7 days prior to the scheduled use. If necessary, fees/deposits will be changed according to applicable rates. The Department reserves the right to disapprove any requested changes. The renter may be held liable for all charges.

Rain or Acts of God

The Oak Island Parks & Recreation Department cannot predict or control any natural occurrence and is not responsible for such an event. If an event is such that work can be done to recover in an acceptable amount of time as deemed proper by the Director of Parks & Recreation, an attempt may be made. Organizations may be required to pay for personnel and supplies if required and agreed on between both parties.

Signature _____ Date _____

Town Representative _____ Date _____

Representative's Name: _____