**BAY CREEK PARK RENTAL RATES & CHECKLIST**

**Applicants Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE USE ONLY**

Deposit Amount: \_\_\_\_\_\_\_\_\_\_

Deposit Received: \_\_\_\_\_\_\_\_\_\_

**Contact Number: ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RENTAL RATES**

**Please check the following that applies to your rental request:**

**\*Friday, Saturday, Sunday Rental Rates**

**Type of Rental Fee Number of Days Total**

**Required Refundable Deposit for all the following $500**

\_\_\_\_\_Full Day Rental $1000 x\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_

**\_\_\_\_\_\_**Full Day Rental w/admission fee (Town receives $1/adm) $1000 x \_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_

**\_\_\_\_\_\_**Half Day Rental (6 hour maximum) $650 x \_\_\_\_\_\_\_\_\_\_\_\_= \_\_\_\_\_\_\_\_

**\*Monday – Thursday Rental Rates**

**Type of Rental Fee Number of Days Total**

**Required Refundable Deposit for all the following $500**

\_\_\_\_\_Full Day Rental $800 x\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_

**\_\_\_\_\_\_**Full Day Rental w/admission fee (Town receives $1/adm) $800 x \_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_

**\_\_\_\_\_\_**Half Day Rental (6 hours maximum) $450 x \_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_

**Other Rental Rates for any day of the week Fee Number of Hours Total**

**Required refundable deposit $150**

\_\_\_\_\_ Hourly Rate (minimum 3 hours, maximum 5 hours) $100 per hour x \_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_

***\*\* Non-Profit discount of 25% (must provide 501C3 documentation) is available for events benefiting a Non-Profit organization only. Discount is taken from rental cost, excluding the cleaning fee. Cleaning fee is then added to discounted rental rate. See Park Management for details.***

\*Full Day Rental = Maximum of 16 hours to include all set up for the event and all cleanup required of the renter. If your set -up and clean-up/tear down requires additional days, then a “Half Day Rental” is suggested to allow enough time. Parking is closed to the public for Full Day rentals. Restroom cleaning fee is included in rental fee.

\*Half Day Rental = Maximum of 6 hours to include all set up for the event and all cleanup required of the renter. Parking is closed to the public only by the request of the renter. Restroom cleaning fee is included in rental fee.

\*Hourly rental must include the time needed for set up, event, and cleanup. Parking inside the Bay Creek Park is first come, first serve. Restroom cleaning fee is NOT included, and renter is responsible for cleaning the restrooms or subject to lose deposit.

\*ALL rentals are responsible for cleaning the Heritage Building, grounds, and parking lot after their rental. No trash or decorations should be left on the grounds or in the area after the rental.

**Other Potential Fees Fee Number of Days Total**

**\_\_\_\_\_\_**Solid Waste Fee $135 x \_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_

**\_\_\_\_\_\_**Security $40/hr x \_\_\_\_\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_

**\_\_\_\_\_\_**Extra Roll Carts (3 provided with rental fee) $8/ea x ­\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_

**PARK RENTALS INCLUDE:**

3 picnic tables

4 outdoor benches

Water and electrical access

Dock

Restroom access

Heritage Building (approximately 1,392 sq. ft.) including a covered porch with ceiling fans

6 six-foot tables and 8 eight-foot tables (no chairs)

Stage and dance floor area (approximately 1,840 sq ft.)

**PARKING:**

A parking lot is available at the Bay Creek Park. For overflow parking please use the **grassy area** around the perimeter of the Marina/Pressley’s parking lot across the street. On the day of your Full Day Rental, Park Management will close the Bay Creek Park gates to control the general public from parking in the Park parking area. It is the responsibility of the Full Day renter to keep those gates closed during set-up, entry, and existing to continue to control parking. Parking lot closures for a Half Day rental will be on a case by case scenario.

**Requirements for Rental:**

**Please sign and return the following pages from the Rules and Regulations and submit with deposit for approval of application in order to secure requested date(s). Deposits are refundable provided the venue is returned in the same condition it was received.**

* **Facility Use Agreement – Page 13**
* **Liability Provisions – Page 15**
* **Site Walk Through – Page 16 (To be completed closer to event date and after event)**
* **Confidentiality Agreement – Page 18 (PIN to be assigned during Site Walk Through)**
* **Special Event Form – provided separately by Special Projects Coordinator**