

BAY CREEK PARK RENTAL RATES & CHECKLIST

Applicants Name: _____

Contact Number: _____

Date of Rental: _____

OFFICE USE ONLY

Deposit Amount: _____

Deposit Received: _____

Requirements for Rental:

- Completed Special Event Application
- Facility Use Agreement and Release/Indemnification
- Bay Creek Park Prior and Post Event Applicant Checklist (to be completed the day before or day of rental)
- Site Walk Through Date set for: _____
- Special Event Parking Information & Completed Site Plan
- Confidentiality Agreement for Heritage Building

RENTAL RATES

Please check the following that applies to your rental request:

| <u>Type of Rental</u> | <u>Fee</u> | <u>Number of Days</u> | <u>Total</u> |
|---|-------------------|------------------------------|---------------------|
| 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 hour maximum) | \$450 | x _____ = | _____ |
| <u>Other Fees</u> | <u>Fee</u> | <u>Number of Days</u> | <u>Total</u> |
| _____ Restroom Cleaning Fee | \$100 | x _____ = | _____ |

*Park Management arranges a restroom cleaning after each special event. The Restroom Cleaning Fee covers this charge. All other cleaning is the responsibility of the renter such as sweeping, mopping, picking up all trash/litter and putting all chairs and tables back in the Heritage Building (covered building).

*Renter is to inform Park Management if they wish for the park gates to be closed to the parking lot the day of their event. Park Management will provide the renter with a sign that states "Private Event, Park Lot Closed" should the renter request a park closure.

*Full Day Rental = Maximum of 16 hours to include all set up for the event and all cleanup required of the renter. If your clean-up/tear down requires additional days, then a "Half Day Rental" will be charged.

*Half Day Rental = Maximum of 6 hours to include all set up for the event and all cleanup required of the renter.

*Park rental fees apply to all days of the event and all set up and break down days. Half Day Rentals must include set up and breakdown within the 6-hour maximum rental time. If the park is not rented or in use, arrangements can be made to set up or break down on a partial day with limited or no charge.

| <u>Other Potential Fees</u> | <u>Fee</u> | <u>Number of Days</u> | <u>Total</u> |
|---|------------|-----------------------|--------------|
| _____ Solid Waste Fee | \$135 | x _____ | = _____ |
| _____ Security | \$40/hr | x _____ | = _____ |
| _____ Extra Roll Carts (3 provided with rental fee) | \$8/ea | x _____ | = _____ |

PARK RENTAL RATES INCLUDE:

3 picnic tables

4 outdoor benches

Water and electrical access

Dock

Restrooms

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, you are allowed to close the Bay Creek Park gates to control the general public from parking in the Park parking area. Please see Park Management for more details.