

BAND SHELL PARK RESERVATION AGREEMENT

DATE RESERVATION MADE: _____ \$100 DEPOSIT PAID CHECK ☐ CASH ☐

GROUP REPRESENTED: _____

CONTACT PERSON: _____ (OR) _____

DEPOSIT REFUND ADDRESS: _____

TELEPHONE NUMBER(S): _____ (OR) _____

REQUESTED DATE(S): _____

RESERVATIONS SECURED ON A FIRST-COME-FIRST SERVED BASIS WHEN FEES & SIGNED RENTAL AGREEMENT ARE RECEIVED AT HAMPTON CITY HALL.

Non-profit organizations may reserve the park for a specific time frame as far in advance as they wish, if their \$100 deposit remains on file with the City. Should non-compliance result in the deposit being held by the City, subsequent pending reservations scheduled by the organization will not be honored until a new deposit is submitted. Until such time the new deposit is received by the City, those reservation dates shall be available for reservation by other parties. ☐ **RETAIN DEPOSIT FOR OTHER SCHEDULED DATE(S)/YEAR(S) LISTED ABOVE?**

USES REQUESTED: (Check all that apply)

- ☐ Entire Park ☐ Band Shell (Stage only) ☐ Band Shell (Stage & Backstage) ☐ Bathrooms
☐ Electricity on Band Shell ☐ Electricity from light poles & ground outlets

A \$100.00 deposit is required to reserve Band Shell Park. Upon satisfactory inspection of the property by City Staff following the reservation, \$50.00 of the required deposit will be returned by mail to the reservation customer (unless **non-profit organization** opts to have deposit retained for subsequent reservations). The following compliance is required by the reserving party to be eligible for deposit refund:

1) Garbage and litter generated on the premises as a result of the reservation must be hauled to an appropriate site for disposal each day. **2) Noise levels** must be reasonable. If complaints are received, the police will require the reserving party to reduce the noise levels or vacate the premises. **3) If bathrooms** are used during the reservations, they must be cleaned. **4) Locked areas** of the facility used during the reservation must be secured before the reserving party leaves the facility.

5) Any and all **keys** provided for the facility by the City must be returned within 24 hours of the end of the reservation date. **6)** Any **damages** to or **losses** from the facility or its contents during the reservation will be collected appropriately from the reserving party, if the damage cost exceeds the deposit. **7) Electronic equipment and/or supplies stored backstage** are not available for use without authorization of City officials or related entities.

CANCELLATION MUST BE REPORTED TO CITY HALL AT LEAST ONE WEEK PRIOR TO DATE RESERVED TO RECEIVE FULL REFUND OF DEPOSIT.

I understand I may make arrangements in advance to be present at the time of inspection of the facility by City Staff. By signing below, I and/or the organization I represent, agree to abide by the reservation guidelines and cleaning & closing requirements provided. It is also understood that the City of Hampton is not responsible for persons, private property or accidents that may occur while the facility is in use.

Authorized Customer Signature Date Printed Name

Approved By:

City Staff Signature Date Printed Name