

**CITY OF HAMPTON
HARRIMAN PARK SHELTERS & EAST PARK CONCESSION STAND
RESERVATION GUIDELINES**

Reservations may be made no more than six months in advance of the month of your event (i.e.: May reservations accepted first business day of November) at:

**Hampton City Hall
122 First Avenue NW
Monday - Friday, 8:00 a.m. – 5:00 p.m.
Inquiries: 641-456-4853**

Reservations requested cannot be secured until all fees are received by City Hall and rental agreement is signed by authorized adult. Verbal requests alone will not secure a reservation.

HARRIMAN SHELTER #6

\$200.00 (\$100.00 of the required deposit may be returned upon satisfactory inspection following the reservation) & **signed Rental Agreement required to secure reservation.**

SHELTERS #1-#5 & #7

Open shelters may be reserved at City Hall with signed Rental Agreement and \$100.00 (\$50.00 of the required deposit may be returned upon satisfactory inspection following the reservation)

RESTROOM KEY DEPOSIT. (Restroom Key will only be provided to customers who have submitted a deposit.)

CANCELLATIONS: Cancellations must be reported to City Hall at least one week prior to the date reserved in order to receive full refund of fees.

KEYS: Facility Keys may be picked up at City Hall on the day of the reservation. Saturday & Sunday bookings may pick up keys prior to 5:00 p.m. on the business day before the weekend. (Customers who live outside the community should contact City Hall to make other arrangements for acquiring keys after hours.) Keys must be returned to City Hall (payment drop after hours) or Police Dept. by the morning following the reservation to be in compliance with deposit refund policy. Patrons who make restrooms accessible to general public in the park risk loss of their deposit for any damage or problems that may result from providing such access.

PARK CURFEW: Hampton parks close at 10:00 p.m.

ALCOHOL: State regulations enforced regarding legal possession, supplying alcohol to minors and public intoxication. NO KEGS allowed.

DEPOSIT REFUNDS: Deposit Refunds will be mailed to the reserving party no later than the day following the next City Council Regular Session (2nd & 4th Tuesdays), if City inspection for cleanup/inventory/damages is favorable and keys are returned to City Hall or the Police Dept. by the morning following the reservation date.

CLEANING & CLOSING REQUIREMENTS

(TO RECEIVE DEPOSIT REFUND)

HARRIMAN SHELTER #6:

1. CLEAN STOVE IF USED.
2. KEEP REFRIGERATOR CLEAN, LEAVING NO FOOD OR BEVERAGE ON THE PREMISES.
3. REMOVE GARBAGE TO PARK DUMPSTER. REPLACE CONTAINER WITH CLEAN BAG PROVIDED UNDER SINK AREA.
4. RETURN THERMOSTAT BACK TO PROPER SETTING:
80 DEGREES FOR AIR CONDITIONER
60 DEGREES FOR FURNACE
5. CLOSE & LOCK ALL WINDOWS AND DOORS, INCLUDING BOTH RESTROOM DOORS.
6. SHUT OFF CEILING FANS.
7. WIPE SINK, COUNTER TOP, TABLES & CHAIRS CLEAN OF SPILLS, DIRT OR DEBRIS.
8. MOP THE FLOOR & CLEAN UP ANY SPILLS.
9. LEAVE TABLES AS DIAGRAMED ON CHART POSTED ON THE REFRIGERATOR.
(If tables are taken down or set up, tip them to non-hinged sides to avoid damage costs & loss of deposit.)
10. SET CHAIRS UPSIDE DOWN AROUND THE TABLETOPS AND RETURN EXTRA CHAIRS TO THE NORTHWEST CORNER OF THE ROOM, STACKING THEM IN TWO'S, TOP ONE UPSIDE DOWN ON BOTTOM ONE. TO AVOID DAMAGE TO THE CHAIRS, DO NOT STACK CHAIRS IN THE UPRIGHT POSITION.
11. RETURN KEYS TO CITY HALL (PAYMENT DROP AFTER OFFICE HOURS) OR POLICE DEPT. BY THE MORNING FOLLOWING THE RESERVATION TO COMPLY WITH DEPOSIT REFUND POLICY.

(TO SPEED UP HEATING OR COOLING OF THE BUILDING, IT IS RECOMMENDED THAT THE THERMOSTAT BE SET AT DESIRED TEMPERATURE 1-2 HOURS PRIOR TO THE EVENT & CEILING FANS BE TURNED ON TO PUSH HEAT DOWNWARD OR TO BETTER CIRCULATE COOLED AIR.)

HARRIMAN SHELTERS #1 - #5 & #7:

1. ALL GARBAGE REMOVED FROM THE SHELTER AREA AND DISPOSED OF IN DUMPSTERS PROVIDED.
2. RESTROOM DOORS SECURELY LOCKED.
3. RESTROOM KEY RETURNED TO CITY HALL (PAYMENT DROP AFTER OFFICE HOURS) OR POLICE DEPT. BY THE MORNING FOLLOWING THE RESERVATION TO COMPLY WITH DEPOSIT REFUND POLICY.
4. PICNIC TABLES AND FLOORS CLEARED OF ANY SPILLS OR DEBRIS OCCURRING DURING THE EVENT.

EAST PARK CONCESSION STAND:

1. CLEAN & CLEAR COUNTER & FLOOR SURFACES OF DEBRIS & SPILLS OCCURRING DURING THE EVENT.
2. ALL DOORS AND WINDOWS SECURELY LOCKED.
3. FACILITY KEYS RETURNED TO CITY HALL (PAYMENT DROP AFTER OFFICE HOURS) OR POLICE DEPT. BY THE MORNING FOLLOWING THE RESERVATION TO COMPLY WITH DEPOSIT REFUND POLICY.

IF UPON ARRIVAL, YOU FIND DAMAGED PROPERTY OR UNCLEAN CONDITIONS IN THE SHELTER, REPORT FINDINGS TO THE POLICE DEPARTMENT IMMEDIATELY, SO FINDINGS MAY BE DOCUMENTED. (641-456-2529)