



# City of Newcastle - Lake Boren Park

## Shelter Reservations Guidelines & Application

**Please Complete All Requested Information:**

Requested Event Date: - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# of attendees expected (50 MAX): \_\_\_\_

8am to 1:30pm: \_\_\_\_

Shelter #1 (near playground) \_\_\_\_

2:30pm to 8pm: \_\_\_\_

Shelter #2 (near tennis courts) \_\_\_\_

Full Day (8am-8pm) \_\_\_\_

FEE: \_\_\_\_\_ Resident? Yes \_\_\_\_ / No \_\_\_\_

Type of Event:

Admission funds collected at event? Yes \_\_\_\_ / No \_\_\_\_

\_\_\_\_\_

Concessions to be sold? Yes \_\_\_\_ / No \_\_\_\_

Is this a corporate event? If so, please provide name of organization: \_\_\_\_\_

Applicant Name/Organization: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

**By signing below, you confirm that you understand and agree to be in attendance during the event and that you have read and agree to the accompanying Rules, Regulations and Agreement on page 2 of this form:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Park Shelter Hours/Information

#1 Shelter – by playground  
#2 Shelter - by tennis courts

Full Day Hours: 8am–8pm  
Half-Day Hours: 8am–1:30pm *-or-* 2:30pm–8pm

### Availability/Reservations

Reservations are processed on a first-come, first-serve basis. To check availability please follow the on-line process provided by the Park Shelter web page.

**Persons completing the application must be at least 21 years old. Person signing the application must be at the event and are considered the responsible party in case of damage, theft, or disturbance during the event.**

### Fee Schedule

#### Newcastle Residents:

½ Day Weekday Rental..... \$100  
½ Day Weekend Sat/Sun/Holiday..... \$145  
Full Day Rental..... \$280

#### Non-Residents:

½ Day Weekday Rental..... \$200  
½ Day Weekend Sat/Sun/Holiday..... \$290  
Full Day Rental..... \$560

### Payment

Rental fee must be paid in full when creating the online reservation. Credit card payments only, fees for credit card processing and MBP services apply. Please see our fee schedule for more information.

#### For Office Use Only

Rate: \$ \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_  
Contract copy: 1 laminated sign, 1 paper sign sent to P/W: \_\_\_\_\_  
Email notification/confirmation sent to: P/W \_\_\_\_ Police \_\_\_\_ Applicant \_\_\_\_

## Cancellations

Cancellations made two weeks or more before the event date, will be refunded 50% of rental fees. Cancellations made less than 2 weeks before the event, will be refunded 25% of rental fees.

Refunds will not be issued after the reservation date for events canceled due to inclement weather.

In the event of a "Pandemic," all reservations will be immediately canceled and refunded in the form originally paid by applicant.

## Alcohol & Drugs

Possessing alcoholic beverages in an open container, or consuming or selling any alcoholic beverage in city parks, recreation areas, or associated marine area strictly PROHIBITED AT ALL CITY FACILITIES.

The use of illegal drugs, alcohol, and gambling are prohibited on or in any of the City of Newcastle parks and facilities.

## Facility Inspection

The inspection of the facility will be conducted by City of Newcastle personnel before and after the event. The City will post a sign at the shelter indicating your reservation (will list last name and date/time.)

If the inspection after the event shows damage or need for additional pick-up or cleaning, the replacement cost of damage to the facility and/or equipment, or the cost of time for City Staff to clean facility and/or equipment will be charged to the lessee.

## General Rules & Regulations

Set-up begins at the reservation start time specified on the Facility Use Application. Early set-up and/or delivery of supplies are not allowed. The shelter specified on the application is the only shelter available for you to use for the time frame requested. Other parties may be using the shelter immediately before or after you. Please be considerate of others' rental time.

All items brought into the shelter are to be removed by the end of the rental period including: food, materials, equipment, furnishings and decorations. All garbage should be placed in closed trash bags next to or in the dumpster.

A maximum capacity for each shelter is set at 50 people. We permit tables up to 10 people each. Tables from one shelter may not be relocated to another shelter or elsewhere in the park. If tables within the shelter are moved, they must be placed back in original position.

Minors are required to always have adequate adult supervision at all times.

Inflatable toys (including "bouncy houses", dunk tanks or similar items and sound amplifying equipment) are **NOT ALLOWED**.

Reservations are for the covered shelter area only, does not include the stage. The stage is maintained for City events. The playground, tennis, basketball, and volleyball courts are open to all citizens.

BBQS are allowed to be brought into the shelter. BBQ coals must be taken with you when leaving – **DO NOT PUT BBQ COALS IN GARBAGE**.

The City of Newcastle prohibits the throwing of rice, birdseed, or confetti at all City Facilities.

When attaching decorations to shelters, please use masking tape or other non-marking hanging materials. DO NOT use tacks, glue, staples, or any other marring material that can permanently damage city facility.

The City of Newcastle does not assume responsibility for personal property left unattended in the City's facilities.

The City of Newcastle is not responsible for accident, injury, or loss of property.

Parking spaces at the park are open to the public. Event participants must park in designated parking areas. **The misuse of any City facility or failure to comply with these regulations will be sufficient reason for denial of future reservations.**

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## Agreement

The applicant agrees that during the use of the City of Newcastle facility on the date reserved that no one will be excluded from participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Newcastle, its agents, servants and its employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual or its agents while on City of Newcastle property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of Newcastle. The group or individual as the case may be, agrees to fully reimburse the City of Newcastle for the damage arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same. It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use. Applicant's Initials: \_\_\_\_\_