



**RESERVATION FORM FOR NORTH TOPSAIL BEACH
TOWN PARK PICNIC SHELTER OR GAZEBO**

DATE OF RESERVATION: _____

TIME OF RESERVATION: _____

PICNIC SHELTER ☐ **GAZEBO** ☐

(Please check which area you are reserving)

My signature verifies that I am responsible for the group reserving the picnic shelter or gazebo and I have read and fully understand the Picnic Shelter/Gazebo Reservation Policy/Agreement. My signature also verifies that I understand and agree to abide by the rules of the agreement and all rules posted at the park. I further understand that failure to abide by the rules of the park could result in suspension from the park or arrest, if warranted. I agree to defend, indemnify and hold harmless the Town of North Topsail Beach from any claims for loss or damages, including expenses and defense cost it incurs as a result of my use of the premises.

Print Name Signature

Business, Church or Civic Organization Authorized Signature

Mailing Address Telephone Number (Day & Evening)

Town Employee's Signature Date

**Please mail check payable to North Topsail Beach at:
2008 Loggerhead Court
North Topsail Beach, NC 28460**

NORTH TOPSAIL BEACH GAZEBO AND PARK PICNIC SHELTER RESERVATION POLICY/AGREEMENT

The park remains open to the public when the picnic shelter or gazebo is reserved. The reservation is for the use of the picnic shelter or gazebo only and for the allotted time shown on the reservation policy/agreement.

1. The picnic shelter or gazebo may be reserved for a minimum of three (3) hours and a maximum of five (5) hours between 10:00 AM and 9:00 PM. Only one reservation will be approved per day. A specific group may make a reservation only once quarterly, unless authorized otherwise by the Town Manager or his designee.
2. There will be a reservation fee of \$50.00 for residents and nonresidents, businesses, churches and civic organizations for either the picnic shelter or gazebo. All payments must be made and an agreement signed within five (5) days after the reservation is made for a reservation to be confirmed. Reservations must be made at least five (5) days in advance of the reservation date.
3. The picnic shelter or gazebo may be reserved only for groups having at least fifteen (15) people with a maximum of fifty (50) people.
4. Trash is to be picked up around the picnic shelter and gazebo and disposed of properly. Groups must provide their own garbage bags and dispose of the bags by removing them from the park or by placing them in the containers provided. Littering is prohibited.
5. The Gazebo is not a fishing pier. There is a fishing pier available to fish from. Please dispose of any trash involved with the process of fishing or cleaning the fish.
6. Restrooms are to be monitored by the person who reserved the picnic shelter or gazebo to ensure that they are not abused.
7. Sound reproduction devices (loud speakers, etc.) are prohibited. This does not apply to events sponsored by the Town of North Topsail Beach.
8. No open fires are allowed except in the designated grill located near the picnic shelter. Charcoal only may be used in the grill. **Please do not leave the picnic shelter or park until grill fire is completely extinguished.**
9. If the picnic shelter, gazebo, bathrooms, or surrounding area are damaged or left in disarray, a maintenance fee of \$30.00/employee/hour will be charged.
10. Groups reserving the picnic shelter or gazebo must not disturb or interfere with any person or party using any other area of the park or any person or party participating in authorized activities within the park.
11. No possession, consumption or display of alcohol or any controlled substance or containers thereof are allowed within the park. Any person under the influence of alcohol or any controlled substance is prohibited in the park.

12. No firearms or other dangerous weapons are allowed in the park. This does not apply to law enforcement officers while engaged in the discharge of their duties.
13. No refunds will be given due to inclement weather or for cancellations. Inclement weather dates may be rescheduled if a date is available, but must be requested no more than two (2) workdays following the original reservation date. Inclement weather must occur **at** the picnic shelter **during** the time reserved before a rain date may be rescheduled.
14. Flagrant misuse of the park and recreational facilities will result in the forfeiture of future use and reservation privileges. Persons failing to comply with the rules of the shelter and park set forth by the Town of North Topsail Beach Board of Aldermen may be denied future use of the facilities.