

Directions: Complete and return application with fee (if applicable) payable to the Pinehurst Parks and Recreation Department at 395 Magnolia Road, Pinehurst, NC 28374. Please retain a copy of the approved application for your records and have with you on site during your rental period. If any problems arise, please call 295-2817 during regular business hours. After hours or weekends, please call the Pinehurst Police Department at 295-3141.

Building (s)/Facility (ies) to be used: \_\_\_\_\_

Fee: \_\_\_\_\_ (All payments are due at the time the application is submitted to reserve your scheduled use.)

Date (s) and Time (s) requested including set up and clean up time: \_\_\_\_\_

Group/Individual Reserving Facility (ies): \_\_\_\_\_

Arrangements Made By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address if different: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

**List all businesses contacted to be used during event such as caterers, inflatable bouncers, etc. *Please note that Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence may be required:***

As a Representative of the applicant, the undersigned agrees to use of the above listed and to the conditions below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative)

Permission is hereby granted to the above group/individual to use the facilities aforementioned.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative)

**CONDITIONS OF RENTAL:**

- Renter is responsible for procuring facility key (if applicable) the day the facility is to be used.
- If weekend or holiday use, key must be picked up on the last business day prior to date of rental.
- Renter must return key the first business day following rental.
- Renter is responsible for opening up, cleaning up and locking the facility.
- Any damages to equipment and/or facilities will be the responsibility of the renter.
- Only the area or building listed above shall be used and any furniture/equipment moved must be returned to its original location.
- Alcoholic beverages or the use of such beverages is not permitted on Village property.
- Cooking/Grilling is permitted in designated cooking areas only.
- Contracted businesses are required to provide a certificate of liability insurance listing the Village of Pinehurst as additionally insured.

Receipt # \_\_\_\_\_ Payment type: \_\_\_\_\_ Check #: \_\_\_\_\_ (if applicable)