RALEIGH PARKS AND RECREATION DEPARTMENT
GENERAL INFORMATION FORM

Renter's Name _____
Phone Number (w) _____ (h) _____ (p/c)_____
Date of Use _____
Hours of Use From _____ To _____

Park/Facility Requested _____

Site Specific Request Forms Needed: (Circle those requested)

Swimming Pools Recreation Center Mordecai Outdoor

Open Space RaleighCityMuseum Trolley

Name of Organization (if applicable) _____

This organization is: (Circle one) For Profit Non-Profit
Individual/Family

Office Use Only: (initial & date)	Given	Rec'd
* General Information Form	_____	_____
* Permit/City Code/Rules and Regulations Information	_____	_____
* Site Specific Request Form	_____	_____
* Release/Hold Harmless Agreement	____	_____
(1) Assembly Permit	_____	_____
(2) Catering Permit	_____	_____
(3) Certificate of Insurance	NA	_____
(4) Vendor/Concession/Admission Fee	___	_____
(5) Alcohol Permit	_____	_____
Map	_____	_____
Other Permits	_____	_____

Fee Amount _____Sec Dep_____ Refund___
Check # _____ Receipt # _____
MasterCard ____ Visa ____
Card Number _____Exp date_____

Number of persons you expect to attend _____(Form 1) Number under 18 years old _____
Proposed use of Park/Facility/Trolley _____
Will this rental be catered ? (Circle one) Yes (Form 2) No
Will this rental involve a competition or is it open to the public or corporate family members (not to include family picnics) ? (Circle one) Yes (Form 3) No
Do you plan to sell food/merchandise or charge an admission/team registration fee ? (Circle one) Yes (Forms 3 & 4) No
Do you wish to serve alcohol (malt beverages and unfortified wines only) – SPECIAL FACILITIES ONLY ?Yes (Form 5) No

_____ _____
Name of Responsible Person Title in Organization (if applicable)

_____ _____ _____
Address City/State/Zip Phone – Day/Evening/Pager/Cell

I understand that approval of this request does not imply exclusive use of any park/facility/trolley by our group. I have read the accompanying documentation and certify that my group will abide by all. I understand that failure to follow these rules and any others imposed by the City for the good of the group and general public will automatically terminate this agreement. I understand that the rental rate is subject to review and change. The discharge of cooking grease or grease from other sources to the City's Sanitary Sewer is a violation of the City's Sewer ordinance (Raleigh City Code 8-2113(a)(14)). I understand that I am responsible for the safety and care of the facility and of the persons attending. I agree that the City of Raleigh retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. The Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed.

REFUND POLICY: 100% refund/credit if Department cancels activity. 85% refund/credit of recoverable fees if patron cancels 30 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fees if patron requests a change 30 calendar days or more in advance of first day of program/rental. No refund/credit/transfer if patron cancels less than 30 calendar days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.

This rental will be *temporarily* held upon the completion of this form, site availability verification and the securing of staff. This rental can only be *confirmed* when General Information Form, Site Specific Forms, Release/Hold Harmless Agreement and Fees are received. Checks/money orders should be made payable to the "City of Raleigh". RENTALS WILL ONLY BE TEMPORARILY HELD FOR SEVEN (7) CALENDAR DAYS AFTER THE RENTOR COMPLETES THIS FORM. ON THE EIGHTH (8TH) DAY, THE RENTAL DATE(S) WILL BE REOPENED TO THE PUBLIC.

_____
Signature of Responsible Person (must be 21+ years old) Date

_____
Facility Supervisor or Designated Staff Date

My initials in this box verify that I have read, understand and will abide by the information on this page, the general rules page and any site specific rules , given to me on this date.

RETURN ALL RENTAL FORMS TO:_____(4/02)