

ZEBULON PARKS AND RECREATION DEPARTMENT



Zebulon Community Center Facility Rental Application

Zebulon Community Center facilities can be rented and reserved when space is available in accordance with the Zebulon Community Center Reservation and Rental Policy. Zebulon Community Center facilities include a **large multipurpose room/gymnasium, warming kitchen, one class room/meeting room, an arts and crafts room, and two physical activity rooms.** Application should be submitted at least 30 days prior to rental date applied for.

Applicant Information

Name of User Organization: _____

Contact Person: _____ Cell Telephone: _____

Day Time Telephone: _____ Night Time Telephone: _____

Email Address: _____

Address: _____ City: _____ Zip: _____

Please identify the areas of the facility you wish to rent:

- | | |
|---|---|
| <input type="radio"/> Classroom A | <input type="radio"/> Youth Birthday (Art Room & Gym) Max 30 People |
| <input type="radio"/> Classroom B (Elliptical Room) | <input type="radio"/> Gym (Assembly) |
| <input type="radio"/> Art Room | <input type="radio"/> Gym (Banquet w/Kitchen) |
| <input type="radio"/> Karate Room | <input type="radio"/> Gym (Banquet w Alcoholic Beverages & Kitchen) |
| <input type="radio"/> Yoga Room | <input type="radio"/> Audio/Video Equipment |
| <input type="radio"/> Warming Kitchen | |
| <input type="radio"/> Gym (Basketball) | |
| <input type="radio"/> Gym (Free Play) | |

Rental Details

Requested Rental Date: ____/____/____ Number of Attendees Expected: _____

Set Up Time: ____ - ____ Event Time: ____ - ____ Time of Completion: ____ - ____

Equipment Needed: # of Tables _____ # of Chairs _____ Audio: Yes / No

Video: Yes / No Other: _____

301 S. Arendell Avenue
Zebulon, NC 27597

Phone: 919-823-0432
Fax: 919-823-0437

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Facility Rental Application Continued

Type of Use:

- | | | |
|---|---|--------------------------------------|
| <input type="radio"/> Dance | <input type="radio"/> Volleyball Rental | <input type="radio"/> Wedding Shower |
| <input type="radio"/> Birthday Party (Max
30 People) | <input type="radio"/> Basketball Rental | <input type="radio"/> Baby Shower |
| <input type="radio"/> Company Party/
Banquet | <input type="radio"/> Ping Pong Rental | <input type="radio"/> Other _____ |
| <input type="radio"/> Business Meeting | <input type="radio"/> Movie Rental | _____ |
| | <input type="radio"/> Concert Rental | |
| | <input type="radio"/> Wedding Reception | |

Short Description of use: _____

Special Requests: _____

Decorations: _____

Food to be served (if applicable): _____

Beverages to be served (if applicable): _____

Will alcoholic beverages be served or available: Yes / No

If so, the applicable ABC Permit Number is _____.

Caterer's Contact Information (if applicable)

Business Name: _____

Contact Person: _____ email address: _____

Day Time Phone: _____ Night Time Phone: _____

Address: _____ City: _____ Zip: _____

Applicable Permit Numbers: _____

ABC Permit #: _____

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Facility Rental Application Continued

The undersigned applicant ("Licensee") certifies that it has read and signed the Zebulon Community Center Reservation and Rental Policy (and, if applicable, the Zebulon Community Center Supplement Policy for Events that include Alcohol) and agrees to abide by them. Licensee agrees to defend, indemnify and save harmless the Town of Zebulon, its employees, contractors, agents, and officers each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind of nature connection with the rental or use of the facilities contemplated by this Application including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnities as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action whatsoever, arising out of, resulting from, or which would not have occurred or existed but for this license agreement. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged, to have been caused by any negligence or any other act or omission of Licensee or Licensee's employees, contractors, agents, officers or guests.

If Applicant is an Individual:

Print Name: _____

Signature: _____ Date: _____

If Applicant is an Entity:

Print Entity Name: _____

Authorized Person's Signature: _____ Date: _____

Printed Name: _____ Title: _____

Office Use Only:

Application & Fees Received by: _____ Fees Collected: _____

Date: _____

Facility Rental Application Processing

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Office Use Only

Rental Applicant: _____ Date of Rental: ____/____/____

Space Rented: _____ Supervisor: _____

Security Deposit Amount Paid: _____ Date: _____ Ck# _____ Cash: ___ Receipt # _____

Rental Fee Paid: _____ Date: _____ Ck#: _____ Cash: ___ Receipt#: _____

A/V Equipment Fee Paid: _____ Date: _____ Ck# : _____ Cash: ___ Receipt #: _____

Staff Fee Paid: _____ Date: _____ Ck#: _____ Cash: ___ Receipt#: _____

Set UP and Break Down Fee Paid: _____ Date: _____ Ck#: _____ Cash: ___ Receipt#: _____

Cleaning Fee Paid: _____ Date: _____ Ck#: _____ Cash: ___ Receipt#: _____

Copy of ABC Permit: _____ Certificate of Insurance: _____

Verification of Off Duty Police Officer: _____

Type of Set Up: _____

Video / Audio Notes _____

Notes:

Were the rented facility and equipment returned in good condition: Yes / No

If no, note any damage: _____

Supervisor: _____ **Date:** _____

Security Deposit Amount Returned: _____ Date: _____ Check #: _____