

# ZEBULON PARKS AND RECREATION DEPARTMENT



## Zebulon Community Center Fee Schedule

### Hours of Operation

Monday thru Thursday: 7am - 8pm  
Friday: 7am - 4pm

### Hourly Rates

<u>Area available for rental</u>	<u>Town of Zebulon Resident</u>	<u>Non-Resident</u>
Classroom A or B	\$15 per hour	\$25 per hour
Classroom C (arts and crafts rm)	\$25 per hour	\$40 per hour
Activity Room A or B	\$25 per hour	\$40 per hour
Kitchen (warming)	\$25 per hour	\$40 per hour
Gym (Basketball)	\$60 per hour	\$90 per hour
Gym (Volleyball)	\$60 per hour	\$90 per hour
Youth Birthday (12 and under, activity room and gym)	\$120 (two hours)	\$150 (two hrs)
Large Room Assembly	\$75 per hour	\$125 per hour
Large Room Banquet (w/kitchen)	\$100 per hour	\$150 per hour
Large Room w/ alcoholic beverage (w/kitchen)	\$150 per hour	\$225 per hour
Audio / Video Equipment	\$25 per event	\$40 per event

### After Hours Staffing Rates

All approved rentals during times other than normal hours of operation, operation of audio/video equipment, and/or rentals using alcoholic beverages, will be charged \$20 per hour per staff person in addition to the rental fees.

### Set Up and Break Down Fee

Setup and Breakdown of event by Town staff is subject to a charge of \$60 per hour.

### Facility Cleaning Rates

Number of Participants:	<u>1-150</u>	<u>150 &amp; Up</u>
	\$125	\$175

**301 S. Arendell Ave.  
Zebulon, NC 27597  
Phone: 919-823-0432**

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## Community Center Rental Quick Facts

### Reception and Banquet

- Check with Caters, Decorators, and Entertainment (Djs, Bands, etc...) for amount of time needed for set up and break down. Most caters want at least 2 hours to set up. Most bands need at least 1.5 hours to break down.
- Once you are within two weeks from your rental, it becomes more difficult for us to adjust times with staff.
- The center provides cleaning spray, dish towels, dish soap, and trash bags.
- Renters are ultimately responsible for basic cleaning which includes: sweeping, cleaning up spills, taking out the trash, and wiping down the counters in the kitchen.
- Events must end at 11 PM (not to include clean up and break down time).
- The Community Center has 14 banquet tables (60 inch diameter), 10 rectangular tables (30" by 96") and 170 chairs available for use.
- Table clothes are not provided by the ZCC, but are required when using ZCC tables.

### Reception and Banquet with Alcohol

- See also above items.
- Additional requirements:
  - 1 off duty Zebulon officer per 100 people
    - *Cost to hire officers is \$30 per hour to be paid in cash prior to the event to the officer.*
    - *Requests officers at the Zebulon Police Department located at 1001 N. Arendell Ave.*
  - Public liability insurance in the amount of \$1,000,000 per claim naming the Town of Zebulon and Licensee as insured parties and covering for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of coverage must be provided no later than two weeks prior to the event.
  - Alcohol permits with in two weeks prior to the event
    - NC ABC permits are required when serving wine and liquor
    - Zebulon Alcohol permits are required when serving beer, wine, and liquor
- Alcohol must be served. Alcohol must be attended or locked in a secure location at all times.
- Alcohol events are limited to 4 hours and alcohol must not be served one hour prior to the end of the event.

# 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, two class rooms/meeting rooms, 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"/> Gym (Volleyball)                                |
| <input type="radio"/> Classroom B          | <input type="radio"/> Youth Birthday (Activity Room & Gym)            |
| <input type="radio"/> Classroom C/Art Room | <input type="radio"/> Large Room Assembly                             |
| <input type="radio"/> Activity Room A      | <input type="radio"/> Large Room Banquet (w/Kitchen)                  |
| <input type="radio"/> Activity Room B      | <input type="radio"/> Large Room with Alcoholic Beverages (w/Kitchen) |
| <input type="radio"/> Warming Kitchen      | <input type="radio"/> Audio/Video Equipment                           |
| <input type="radio"/> Gym (Basketball)     |   |

### 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: \_\_\_\_\_

# ZEBULON PARKS AND RECREATION DEPARTMENT

## Facility Rental Application Continued

Type of Use:

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

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 #: \_\_\_\_\_

# ZEBULON PARKS AND RECREATION DEPARTMENT

## 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

301S. Arendell Avenue  
Zebulon, NC 27597

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

# ZEBULON PARKS AND RECREATION DEPARTMENT

## 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: \_\_\_\_\_



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# ZEBULON PARKS AND RECREATION DEPARTMENT

## ZEBULON COMMUNITY CENTER RESERVATION AND RENTAL POLICY

The Zebulon Community Center is owned and operated by the Town of Zebulon. Its purpose is to provide Town-sponsored or co-sponsored recreational, educational, and/or community programs for the Zebulon community. When Community Center space is not scheduled to be utilized by the Town of Zebulon, organizations and individuals may reserve and rent space for their use in accordance with this Reservation and Rental Policy.

Zebulon Community Center facilities available for rental include a large multipurpose room/gymnasium, warming kitchen, two class rooms/meeting rooms, an arts and crafts room, and two physical activity rooms. These facilities may be rented and reserved to individuals; civic, educational, recreational, and cultural non-profit groups; and to business organizations. Rental rates, charges, and/or fees are established and approved by the Zebulon Board of Commissioners.

### POLICIES

1. If the applicant ("Licensee") is an individual, Licensee must be an adult, age 21 years of age or older. If Licensee is an entity, a responsible adult, age 21 years of age or older, must be present and supervising at all times.
2. In addition to the space rental fee, applicable fees for reservation and rental of the Zebulon Community Center include equipment rental, staffing, set up and break down, professional cleaning, security personnel, and damage security deposits.
3. Licensee will comply with maximum building and room capacities as set forth by the Town of Zebulon, and will also adhere to the number of attendees in which Licensee states in the Zebulon Community Center Facility Rental Application.
4. Licensee will comply with all laws, ordinances (including Town of Zebulon Noise Ordinance), and regulations adopted or established by federal, state, county, or Town of Zebulon and require that all its attendees comply with same. Licensee will comply with all Zebulon Community Center rules and regulations and will require that all its attendees comply with same.
5. The Town of Zebulon or its agents will not be responsible for any accidents or personal injuries that occur during the leasing period. Licensee is responsible for the actions of the participants in their group and/or event.

# ZEBULON PARKS AND RECREATION DEPARTMENT

6. The Town of Zebulon will not be responsible for any stolen goods.
7. Licensee is responsible for the cost of any professional repairs or replacement of any damages to the facility or equipment.
8. The Town of Zebulon reserves the right to require Licensee to provide security for its event. In such cases, Licensee will be required to hire off-duty officers of the Zebulon Police Department at their designated rate. This fee will be paid directly to the Police Department no less than 48 hours in advance of the event time. If a Zebulon Police Officer is not available, the Licensee may hire a "sworn officer" approved by the Town of Zebulon.
9. The Town of Zebulon reserves the right to require Licensee to provide insurance for its events including insurance covering the Town of Zebulon, the facility and the persons in attendance.
10. The Town of Zebulon must approve all decorations for the event. Nothing is to be attached to the walls, doors, windows, or equipment in the Zebulon Community Center.
11. Licensee will not post nor allow to be posted any signs, cards, or posters on a display unless approved by the Town of Zebulon. All materials are subject to approval by representatives of the Town of Zebulon. Licensee will not cover or block from view any permanent signage installed as part of the Zebulon Community Center.
12. Licensee shall not bring or permit to bring any animals or birds, including performers and pets, in the Zebulon Community Center. Exception: animals trained as assistance for handicapped persons. In extenuating circumstances, the Town of Zebulon will consider allowing animals on a case-by-case basis. For such consideration, the Licensee should make this request in writing at the time of application.
13. In order to preserve and protect the floors in the Zebulon Community Center, the Town of Zebulon has the right to require that a floor covering be utilized by Licensee. For dancing and clogging, the Town of Zebulon has the right to require Licensee provide and utilize a portable wooden dance floor.
14. The Town of Zebulon reserves all concession stand rights.
15. The Town of Zebulon reserves the right to make any public announcements.



# ZEBULON PARKS AND RECREATION DEPARTMENT

16. Reservations for events that take place outside of normal operating hours will be charged the additional staffing fee (see fee schedule). At least one Town staff member is required to be present at all events conducted in the Zebulon Community Center.
17. Technical equipment installed in the Zebulon Community Center, to include all audio and video components, can only be operated by trained Town of Zebulon personnel.
18. Licensee's event shall end no later than 11:00pm, not to include clean up time. A later ending time than 11:00pm must be requested and approved by the Parks and Recreation Director during the rental application process.
19. Licensee's reservation is for the hours specified on Licensee's reservation application that has been approved by the Town of Zebulon. Please make sure that you request enough time for set up and clean up. Licensee will be subject to additional charges for time that exceeds the approved hours.
20. Reservation applications should be submitted at least 30 days prior to the date requested. Rental payment is due within five days of approval. No reservation is confirmed until payment is received.
21. A refundable security deposit equivalent to half of the rental rate may be required for any rental. Assuming there are no damages to the building or equipment, the security deposit will be refunded within two weeks after the rental.
22. The Zebulon Community Center is a no smoking facility. Smoking is not allowed inside the building. A designated smoking area is provided on the south side of the building. No smoking is permitted on the premises of the Community Center outside of the smoking area.
23. Alcoholic beverages are not allowed in the Zebulon Community Center unless the approved application includes the signing of the "Reservation and Rental Supplement Policy for Events That Include Alcohol."
24. Licensee agrees that at all times the event and all activities will be conducted with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly- authorized governmental agencies responsible for public safety and with the Town of Zebulon to assure such safety. All portions of sidewalks, entries, doors, passages, halls, corridors, and all ways of access to public utilities of the premises shall

# ZEBULON PARKS AND RECREATION DEPARTMENT

- be kept unobstructed by Licensee and shall not be used for any purpose except for ingress or egress to and from the premises of Licensee. Licensee agrees to not bring onto the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon. The Town of Zebulon shall have the right to refuse any such material, substances, equipment, or object, as well as the right to require its removal.
25. Licensee assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the event.
26. The Town of Zebulon reserves the right to make cancellations to any reservation at any time due to staffing availability and other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits will be returned in full if the cancellation is initiated by the Town of Zebulon. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon.
27. Cancellations initiated by Licensee more than 30 days prior to the reservation date shall be granted a refund of paid rental fees and any deposits minus a \$25 administration fee. Cancellations initiated by Licensee within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total rental fee. Cancellations initiated by Licensee less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of the rental fee if cancellation occurs less than 48 hours prior to any scheduled event.
28. For events in which admission is charged, items are sold, contributions are made, or money is paid for any reason, there will be a fee in an amount equal to 15% of gross receipts (excluding receipts from the sale of alcohol) in addition to all other fees. The Town of Zebulon reserves the right to make exceptions for non-profit groups or organizations that directly benefit the Zebulon community and who request exemption in writing in advance.
29. The Town of Zebulon reserves the right to refuse rental to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Zebulon Community Center.

# ZEBULON PARKS AND RECREATION DEPARTMENT

30. Licensee must ensure that the facility is left in a manner that is consistent with the way it was upon their arrival. Licensee is expected to make sure all trash, paper, cups, food, bottles, etc. is placed in the provided and appropriate containers. All tables and chairs that are provided by the Parks and Recreation Department should be wiped down and cleaned, along with the warming kitchen if utilized. A cleaning fee will be charged to rentals that take place during non-operating hours (see fee schedule), events that include serving food, and/or events that include serving alcohol. This cleaning fee is to cover professional cleaning, to include sweeping and mopping of floors, cleaning of all restrooms including toilets and sinks, as well as restocking of supplies. Recycling containers are provided; please recycle appropriately.
31. At the conclusion of the rental, Licensee will be expected to complete a final walk-through of the leased facility with the Town staff to ensure that the facility is clean and free of damage, and that all provided equipment is accounted for, clean, and damage free. Licensee understands that they will be held financially responsible for any damages to the facility that may occur during the event, and are responsible at all times for their guests' behavior. The Town of Zebulon endeavors to provide and maintain a family atmosphere and facility. The Town of Zebulon expects each user group to treat the Zebulon Community Center with care and respect.
32. The Town of Zebulon reserves the right to alter these policies if necessary or it is in the best interest of the Town of Zebulon.

The undersigned Licensee certifies that it has read the above rental policies and understands that it is responsible for Licensee and its guests adhering to the policies at the event for which Licensee has reserved and rented the Zebulon Community Center. Licensee agrees to defend, indemnify and save harmless the Town of Zebulon, its agents, officers, employees, contractors, and volunteers, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature in connection with Licensee's license and use of the facilities, including, without limitation, any and all direct and

# ZEBULON PARKS AND RECREATION DEPARTMENT

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 Licensee's (and its employees', contractors', agents', officers', and guests') use of the Zebulon Community Center. 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 LICENSEE IS AN INDIVIDUAL:**

Print Name: \_\_\_\_\_

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

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

**IF LICENSEE IS AN ENTITY:**

\_\_\_\_\_  
(Print Entity Name)

By: \_\_\_\_\_  
(Signature of authorized person)

Name: \_\_\_\_\_  
(Print name of authorized person)

Title: \_\_\_\_\_  
(Print capacity of authorized person  
(President, Vice President, etc.))

Town Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_