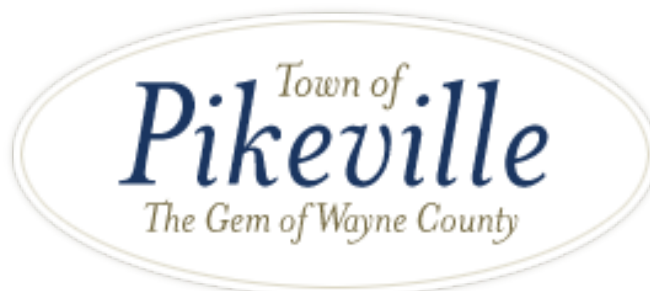


The Town of Pikeville requires the following paperwork to reserve the park and other areas surrounding the park:

1. A completed Park, Picnic, and Gazebo Rental Application.
2. If you are hosting a community event and are going to have vendors, a vendor list will be necessary to reserve the area of your choice.
3. If a food truck is present at the event, it must be licensed and must have been inspected by the Wayne County Health Department.
4. If you are holding an event with vendors that could potentially harm someone (fireworks, horse rides, helicopter rides, etc.) you must have your own liability insurance.
5. If you are using the Park and Picnic area **only**, the Town will require a Park and Picnic Area Rental Agreement.
6. If you are using the Gazebo area **only**, the Town will require a Gazebo Rental Agreement.
7. If you are using all areas stated above, the Town will require both Agreements as well as the Application.
8. You must have a completed Hold-Harmless Agreement for your event.
9. If you are hosting an event and fear inclement weather, Rainy-Day Transfers allows for the event to be moved to a pre-scheduled day.
 - a. If you are using your Rainy-Day Transfer, please come by Town Hall to pick up a new Town of Pikeville Usage letter.



The Town of Pikeville is grateful you have chosen our beautiful park and recreation area to hold your event. There are just a few items of importance that need to be discussed before we can reserve the day you have chosen for your event.

1. The Town of Pikeville and its employees will not be responsible for helping you plan, publicize, or set up for your event. Your event is solely yours and therefore it is your responsibility to make sure that you have everything you need for your event including trash cans, port-a-potties, chairs, tables, etc.
 - a. Public restrooms are available all week and are opened in the morning during the work week around 8 a.m. and 9 a.m. during the weekends.
2. The Town of Pikeville is more than happy to post on our website and Facebook page your event if it is public. The post will **not** be sponsored and only seen by those who follow our page. In order to have your event posted, please have a copy of your flyer available for copying when you come to receive your Usage Letter.
3. You will be asked to fill out a Hold-Harmless Agreement which releases the Town of any liability of damage, injury, and loss during your event.
4. The Town of Pikeville does not provide personal security during events. Any items that are lost, stolen, or damaged may be reported to police; however, the Town of Pikeville is not responsible for these items and will not be able to reimburse individuals for items that are lost, stolen, or damaged.
5. The Town of Pikeville will not be responsible for cleaning up after your event. A debris clean-up deposit of \$100 is required to reserve the any area in Dee's Memorial Park. If the area is free of debris, a refund check will be issued back to you.
6. If damage occurs to any area of the park your during your event, pictures must be taken and submitted to the Town of Pikeville immediately. An assessment of damage will be completed and the organization and renter must pay a \$100 damage fee. Depending on the extent of the damage and if payment is received, the organization/renter may or may not be able to rent Town property again.



Town of Pikeville Park, Picnic, and Gazebo Area Rental

This application is intended to let the Town of Pikeville know what an individual plans to use their grounds for during an event they are hosting. Events must be planned and organized with their application approved before their date is entered in our reservation book.

Prices are as follows:

Residents of Pikeville Town Limits \$25.00

Non-Residents of Pikeville Town Limits \$35.00

Please answer the following questions below.

- 1. What is the name of the organization or company you represent? If you are having a personal event (birthday party, family reunion, etc.) please write your name.

- 2. Name and phone number of individual(s) renting the park, picnic, or gazebo area.

- 3. Mailing address of individual(s) who are renting the park, picnic, or gazebo area.

- 4. What kind of event are you planning?

- 5. What is the name of your event and how will you be publicizing your event?

6. Will there be vendors? If you are having vendors, a vendor list will need to be submitted to Pikeville Town Hall before your event can be put in our reservation book. **Please circle ONE. Yes or No.**

7. What equipment is being utilized? (Sound equipment, décor, bouncy houses, etc.)
Where will these items be used (park, picnic, or gazebo)?

8. How many attendees do you expect?

9. What time is your event scheduled to start and end?

10. Do you think you will need a rainy-day date? **Please circle ONE. Yes or No.**

Signature of Renter

Date Signed



Town of Pikeville
Gazebo Rental Agreement

Gazebo rentals shall only take place when Town events are not occurring or scheduled to occur. Gazebo rentals are \$25.00 for residents and \$35.00 for non-residents and will include power for your equipment and/or decoration for your event. In the event that you or a member of your party damages the gazebo or surrounding areas, you understand that you will be held responsible for the cost of repairs.

Company or Organization: _____

I, _____, understand that any damages caused by myself or any member of my party will be my responsibility.

Responsible Person: _____

Rental Date: _____ Time: _____
Month, Day, Year To From

What kind of event are you holding?: _____

NOTE: If this event is anything other than a birthday party or family reunion, you will be required to fill out an application for your event to host it in Pikeville.

Estimated Attendance: _____

Office Use Only

Rental amount of the gazebo/stage area is \$25.00 for residents and \$35.00 for non-residents.

The Town of Pikeville has received a total of amount of _____ from the renter.

Date: _____

Check Number: _____

If cash, please note on the receipt how much and how much change was given.

Received by: _____

Receipt Number: _____

Renter's Signature: _____

Please make a copy of this sheet and give it to the renter with all other necessary paperwork.

- Usage letter with correct date.
- Receipt with check number or change given back.
- Possible rainy-day paperwork (if renter has already requested it).



Town of Pikeville

Park and Picnic Area Rental Agreement

Park and Picnic rentals shall only take place when Town events are not occurring or scheduled to occur. Park and Picnic rentals are \$25.00 for residents and \$35.00 for non-residents and will include power for your equipment and/or decoration for your event. In the event that you or a member of your party damages the gazebo or surrounding areas, you understand that you will be held responsible for the cost of repairs.

Company or Organization: _____

I, _____, understand that any damages caused by myself or any member of my party will be my responsibility.

Responsible Person: _____

Rental Date: _____ Time: _____
Month, Day, Year To From

What kind of event are you holding?: _____

Estimated Attendance: _____

Office Use Only

Rental amount of the Park and Picnic area is \$25.00 for residents and \$35.00 for non-residents.

The Town of Pikeville has received a total of amount of _____ from the renter.

Date: _____

Check Number: _____

If cash, please note on the receipt how much and how much change was given.

Received by: _____

Receipt Number: _____

Renter's Signature: _____

Please make a copy of this sheet and give it to the renter with all other necessary paperwork.

- Usage letter with correct date.
- Receipt with check number or change given back.
- Possible rainy-day paperwork (if renter has already requested it).



Rainy-Day Transfers

In the event of inclement weather, a rainy-day transfer will allow the renter of the park to pick an alternate date for the event they have scheduled at Dee's Memorial Park.

The initial deposit for the park and its areas will also be transferred for the rainy-day use should it be needed. Town Hall staff must be notified about a rainy-day schedule change as soon as possible to have a new usage letter re-issued with the proper date.

- Original Date: _____

- Transfer Date: _____

Signature of Renter

Date Signed



Town of Pikeville

Waiver, Release, and Hold Harmless Agreement

I, _____, freely voluntarily and without reservation assume all risks which might befall me, and I might confront while volunteering for the Town of Pikeville.

I, _____, hereby waive any and all claims I may have or my heirs may have which arises from my volunteering for the Town of Pikeville.

I and my heirs agree to indemnify, save, and hold harmless the Town of Pikeville, its agents, servants, employees, and officers, from any and all claims, actions, or causes of action which I or my heirs have nor or may have in the future arising from my volunteering for the Town of Pikeville, and in the performance of action incidental thereto.

Date: _____

Signature: _____

Witness: _____

Date of last revisal April 2019.