



TOPSAIL BEACH TOWN CENTER
PICNIC SHELTER RESERVATION POLICY/AGREEMENT

The park remains open to the public when the picnic shelter is reserved. The reservation is for the use of the picnic shelter only and for the allotted time shown on the reservation policy/agreement.

1. The picnic shelter may be reserved for three (3) hours increments from sunrise to sunset. Only one reservation will be approved per day.
2. There will be a fee of \$50.00 for each picnic shelter. All payments must be made and an agreement signed for a reservation to be confirmed. Reservations must be made at least five (5) days in advance of the reservation date.
3. Trash is to be picked up around the picnic shelter and disposed of properly. Groups must provide their own garbage bags and dispose of the bags by removing them from the park or by placing them in the containers provided. Littering is prohibited.
4. Restrooms are to be monitored by the person who reserved the picnic shelter or gazebo to ensure that they are not abused.
5. Sound reproduction devices (loud speakers, etc.) are prohibited. This does not apply to events sponsored by the Town of Topsail Beach.
6. If the picnic shelter, bathrooms, or surrounding area are damaged or left in disarray a maintenance fee of \$30.00/employee/hour will be charged.
7. Groups reserving the picnic shelter must not disturb or interfere with any person or party using any other area of the park or any person or party participating in authorized activities within the park.
8. No possession, consumption or display of alcohol or any controlled substance or containers thereof are allowed within the park. Any person under the influence of alcohol or any controlled substance is prohibited in the park.
9. No firearms or other dangerous weapons are allowed in the park. This does not apply to law enforcement officers while engaged in the discharge of their duties.
10. No refunds will be given due to inclement weather or for cancellations. Inclement weather dates may be rescheduled if a date is available, but must be requested no more than two (2) workdays following the original reservation date.
11. Flagrant misuse of the park and recreational facilities will result in the forfeiture of future use and reservation privileges. Persons failing to comply with the rules of the shelter and park set forth by the Town of Topsail Beach Commissioners may be denied future use of the facilities.

RESERVATION FORM FOR TOPSAIL BEACH TOWN CENTER PICNIC SHELTER

SHELTER NUMBER: _____

DATE OF RESERVATION: _____

TIME OF RESERVATION: _____

My signature verifies that I am responsible for the group reserving the picnic shelter and I have read and fully understand the Picnic Shelter Reservation Policy/Agreement. My signature also verifies that I understand and agree to abide by the rules of the agreement and all rules posted at the park. I further understand that failure to abide by the rules of the park could result in suspension from the park or arrest, if warranted. I agree to defend, indemnify and hold harmless the Town of Topsail Beach from any claims for loss or damages, including expenses and defense cost it incurs as a result of my use of the premises.

Print Name

Signature

Driver's License State/Number

Mailing Address

Telephone Number (Day & Evening)

Town Employee's Signature

Date

Please mail Reservation Form and \$50.00 fee to:

Town of Topsail Beach
820 S Anderson Blvd.
Topsail Beach, NC 28445

Or

Email completed Reservation Form to Rochelle Jagst (rjagst@topsailbeachnc.gov) and payment can be made through credit card over the phone (910-328-5841). All credit card payments will incur a 3% transaction fee.

