

# Benson Parks & Recreation Department

1204 N. Johnson Street, Civic Center  
Benson, NC 27504

[www.townofbenson.com](http://www.townofbenson.com)

Office: (919) 894-5117

Fax: (919) 894-1041



Reservation is made by coming to the BPRD office at the Benson Civic Center Monday – Thursday, 8:00 am – 5:00 pm and Friday, 8:00 am – 4:00 pm, filling out a contract, paying a cash deposit, and paying the rental fee. Deposit and rental fee must be paid in full at time of reservation. Rental fees are non-refundable and we do not offer alternate dates due to inclement weather. Keys for restrooms and/or stage/gates may be picked up the day before or the day of rental unless otherwise arranged with BPRD and must be returned on the first open business day following rental. The deposit will be returned if the facilities are left cleaned and undamaged and may be picked up, at the earliest, after 1:00 pm on the first weekday following rental. You will be unable to pick up deposit after 5:00 pm Monday – Thursday or after 4:00 pm on Friday. BPRD will retain deposits left over 30 days past date of rental for all facilities.

1. For rental of the picnic shelter at the Grove, Mitchell Nance Complex or Municipal Park, the deposit is \$25.00 cash and the fee is \$10.00 per day for residents and \$15.00 per day for non-residents. The Singing Grove building and stage may be rented by posting a \$25.00 cash deposit and paying the rental fee of \$30.00 per day for residents and \$55.00 per day for non-residents.

**NOTE:** If you are renting the Grove shelter and the building/stage, the deposit will be \$25.00 for each facility, a total of \$50.00.

2. Any group or individual renting/reserving a BPRD facility shall at no time charge admission for entrance to the grounds of the facility. The BPRD director or designee must approve the sale of any goods or any type of fundraisers. If approved, all permits must be obtained to finalize the reservation. **Approval for the sale of goods:** \_\_\_\_\_
  3. Without exception, no event shall be allowed to continue past 11:00 pm on Monday through Saturday and 9:00 pm on Sunday in the Singing Grove. No event shall be allowed to continue past 9:00 pm on Monday through Sunday at all other town parks.
  4. All reservations of park facilities shall be made at least one week in advance of the time said reservation or rental is desired.
  5. No group or organization shall be able to reserve a BPRD facility for more than two consecutive days, excluding the Singing Grove facilities the 4<sup>th</sup> weekend of June (State Annual Singing Convention) and the 4<sup>th</sup> weekend of September (Benson Area Chamber of Commerce, Mule Days) or the Town of Benson for any special events.
  6. At its discretion, BPRD may require that the group or individual renting/reserving the facility provide qualified security personnel for the time said facility is reserved.
  7. In no case shall anyone park on the grass beyond the fence. If any damage is done to the landscaping or property, the party listed below will be held responsible.
  8. Under no circumstances shall alcohol be allowed at picnic shelters or on any other Town of Benson/BPRD property.
  9. Renters must designate usage of a pig cooker on rental agreement. Pig cookers are permitted in designated location only. Failure to set up in proper location will result in loss of deposit. **Check if using a pig cooker:** \_\_\_ **Initials:** (renter) \_\_\_ (staff) \_\_\_
  10. If you require electricity there will be an additional \$10.00 charge. Electricity is available at the Grove shelter **only**.
- ❖ I have read the above and understand that either my organization or I will be held responsible for any damages incurred.

Renter's Name \_\_\_\_\_

Purpose of rental \_\_\_\_\_ approximate attendance \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_ (h) \_\_\_\_\_ (w)

Please Circle Area(s) Renting:

Grove Shelter & Building	Grove Building	Grove Shelter	Nance Shelter	Municipal Park Shelter
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Date Needed \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

Date of Deposit \_\_\_\_\_ Amount \_\_\_\_\_ Receipt # \_\_\_\_\_

Fees Paid: Building/Stage \_\_\_\_\_ Shelter \_\_\_\_\_ Electricity \_\_\_\_\_  
(circle all that apply)

Cash \_\_\_\_\_ Check \_\_\_\_\_ Check# \_\_\_\_\_

Receipt # \_\_\_\_\_ Initial & Date \_\_\_\_\_

Date Keys Picked Up \_\_\_\_\_ (staff) \_\_\_\_\_ (renter) \_\_\_\_\_

Date Keys Returned \_\_\_\_\_ (staff) \_\_\_\_\_ (renter) \_\_\_\_\_

Return Date \_\_\_\_\_ (staff) \_\_\_\_\_ (renter) \_\_\_\_\_  
(Deposit)