

Reservee: <HHFRSTNAME> <HHLASTNAME> Reservation No: <RSVID>  
<ADDRESS1>  
<CITY>, <STATE> <ZIP>  
<HOMEPH>

\*PLEASE READ\* FACILITY RESERVATION RULES AND REGULATIONS p: 910-798-7275 ext 1. Fax: 910-798-7621

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1. Reservation fees are due within ten (10) business days of making a reservation or no later than five (5) business days prior to the actual reserved date, whichever comes first. If reservation fees are not received within the specified time frame, the reservation may be cancelled without notification. Payments can be made in person with cash (exact amount), check, debit or credit cards. For faster service, payments can be made online if you have a username and password. Payments can also be made over the phone with a Visa or Mastercard at 798-7275

ext. 1. When mailing in a check for payment, return this signed page. Mailing address and Physical Address: 230 Government Center Drive, Ste. 120, Wilmington, NC 28403. Payment of the reservation is acknowledgement of the rules. Payments must be received in full before reservation is final.

2. Reservation fees are NON-REFUNDABLE. If you are unable to use your shelter due to heavy rains, reservations may be rescheduled or you may be issued a credit. Credits are good for 1 year from the date of cancellation. If the park is closed due to extreme weather conditions, for example a hurricane or snow storm, refunds will be issued.

\*3. WATER BALLOONS, PINATAS, SIDEWALK CHALK, AND GLASS BOTTLES are BANNED on park grounds. Reservee will be asked to remove these items.

\*4. Easter Egg Hunts: BOILED EGGS ARE NOT ALLOWED. ONLY plastic eggs can be used.

\*5. Tents and inflatables (bounce houses) MUST have prior approval from the Parks Department superintendent before they can be placed in any New Hanover County Park. All of our parks have underground utilities that can be damaged when staking inflatables (bounce houses). Please remember that all shelters will not accommodate these items.

\*6. Reservee must provide the Parks Department with a certificate of insurance when having inflatables (bounce houses), pony rides, or petting zoos. Pony rides and petting zoos will only be allowed in the equestrian ring at Hugh MacRae Park. New Hanover County must be listed as an additional insured on the insurance certificate.

7. Reservee must dispose of all trash in the receptacles provided before leaving the area. Recycling cans are available at Hugh MacRae, Ogden, and Veterans Park picnic shelters. Please do not mix trash with recyclables.

8. Reservee must not use water from the park for slip and slides nor to fill dunking booths and swimming/wading pools as these items are not allowed.

9. Beer and wine is allowed with a picnic shelter reservation. Beer and wine must be kept underneath the shelter or within 50 feet of the shelter and not near a playground. No fortified spirits (liquor) are allowed. Glass bottles are prohibited.

10. Open fires, fireworks, and firecrackers are not allowed in the park.

11. No gas grills or propane tanks are allowed in the park. Charcoal grills are only allowed with a picnic shelter reservation.

\*12. Music is allowed at most parks and shelters provided that it is family friendly music with no profanity. DJ's are not allowed in picnic shelters that are beside playgrounds.

13. Do not use nails, tacks, staples, or duct tape on the shelters to hang decorations. Regular tape or string can be used if removed after the event.

14. Please do not feed the waterfowl and wildlife. Feeding wildlife imposes unsanitary conditions and potential health and safety hazards.

15. Parking lots/spaces are open to the general public and are not guaranteed even with a picnic shelter reservation.

16. Please make sure your set up time and clean up time is included in your reserved time.

I agree to abide by all of the regulations listed above. The Parks Department Director and any authorized department employee shall have the authority to eject from any recreation facility, any person in violation of the rules and regulations.

\_\_\_\_\_  
Reservee's Signature

\_\_\_\_\_  
Date

\*Please call the following numbers if you have an after hours/weekend emergency or if someone is in your shelter during your reserved hours.

(910) 409-8350 - Central District (Hugh MacRae, Roland Grise, Hoggard)  
(910) 409-8300 - Southern District (Veterans, Myrtle Grove, Snows Cut, River Road)  
(910) 409-7799 - Northern District (Ogden, Castle Hayne, Parkwood, ect.)