



Picnic Shelter Application

Use this form to apply for a daily picnic shelter. Use the Field Use Application to apply for fields, courts, and disk golf courses. For large events, rental of an entire park, or a river park rental, call 828-250-4260.

Step 1: Provide information about who is renting the picnic shelter.

Name of person, group, or organization:		
Contact person's name:		
Contact's email address:		
Mailing Address:		
City:	State:	Zip:
Phone number for day-of contact:		

Step 2: Pick which locations and facilities you want to rent.

Buncombe County Sports Park	
<input type="checkbox"/> Picnic Shelter	

Step 3: Provide information about the rental.

Date of rental:	Approximate arrival time:
Intended use of picnic shelter:	
Approximate number of participants:	

Step 4: Provide supplemental documents.

Is additional insurance coverage required? Yes No
*Groups of 50 persons or more require a certificate of liability insurance.
 If you select yes, attach proof of additional coverage to the picnic shelter application.*

Step 5: Agree to terms.

I recognize and acknowledge that there could be certain risks of personal injury and property loss arising during the scheduled rental of facilities, and I agree to hold Buncombe County, its agents and employees harmless from all such claims for personal injury or property damage. Neither the County nor its agents or employees shall be held liable in any claims arising from damage to person or property arising out of or connected with the use of the subject facilities.

Signature: _____ Date: _____

Step 6: Submit application and pay for the rental.

Make Checks Payable to Buncombe County Recreation Services. Submit payment/application:

<u>By Mail</u> 46 Valley Street, Asheville, NC 28801	<u>By Email</u> parks@buncombecounty.org	<u>By Phone</u> 828-250-4260
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Policies and Procedures for Picnic Shelters

General Buncombe County Recreation Services Policies and Procedures:

- Buncombe County sponsored events and programs have priority use over private individuals or groups. All other facility rentals will be granted on a first come first serve basis.
- All Buncombe County Parks are NO SMOKING facilities.
- No items may be sold at any Buncombe County Recreation Services (BCRS) facility without a contract with BCRS.
- All events must be reserved through the BCRS office. All events not cleared through this office will not be acknowledged and any conflicting event cleared through the BCRS office will receive priority.
- Events over 50 persons in size shall be required to provide proof of insurance. The BCRS Director has the ability to waive the requirement based on evidence demonstrating a low risk of liability to the County and with the consent of the County's Risk Manager.
- In order for a facility to be reserved, a *Facility Use Application* must be completed and filed with the BCRS office prior to the facility use date.
- The total usage fee must be paid at the time the application is filed. Failure to do so will result in a null application. In the event of a cancellation, a refund of 75% of the total cost will be refunded for cancellations made at least 30 days prior to the date of usage. No refund will be issued for events cancelled less than 30 days prior to the scheduled event.
- Full refunds will be issued at the discretion of BCRS for events cancelled or postponed due to inclement weather. BCRS reserves the right to refuse a refund if it is determined that weather did NOT play a significant role in the cancellation or postponement.
- BCRS has no storage area for equipment and is not responsible for any theft or damage to personal equipment and belongings at any County facility. Do not leave equipment, personal items, picnic supplies, etc. unattended.
- Any party, person, organization, group, or assemblage of persons using any facility in a manner contrary to or violating any of the rules and regulations of the County, State, Federal, or other governmental authority or terms of the contract shall, at the option of BCRS become banned from any future or immediate use thereof and any permit issued or agreement made for such shall forthwith, at the option of BCRS, be cancelled, null and void. No refund will be issued.
- No park apparatus may be removed or displaced by the Lessee without permission from and under the supervision of the BCRS Director or her designated representative. Any apparatus so removed or displaced must be replaced to the satisfaction of the BCRS Director by the Lessee before departing from the property.
- Organizations leasing the facilities are responsible for the adequate cleanup of the facility. Organizations are also responsible for any damage that occurs because of direct or indirect usage of the facility.