



Town of Ahoskie
 Park & Recreation Department
 P.O.Box 767
 Ahoskie, North Carolina 27910
 Telephone: (252) 332-5146
 Fax: (252) 332-1643
 Email: frontdesk@ahoskienc.gov

FACILITY RENTAL LETTER OF AGREEMENT

**This is to confirm the agreement between _____
 and the Ahoskie Town as follows:**

Purpose of Rental: _____
 Agency Contact Person: _____
 Mailing Address: _____
 Home Number: _____ Cell Number: _____
 Date of Rental: _____ Time of Rental: _____
 Facility & Location: _____
 Facility Address: _____

Amphitheater Area	Residents	Non-Residents
Amphitheater Stage	\$250.00 per day	\$350.00 per day
Large Picnic Shelter Area D	\$250.00 per day	\$350.00 per day
Small Picnic Shelter Area E	\$150.00 per day	\$250.00 per day
Small Picnic Shelter Area G	\$150.00 per day	\$250.00 per day
No Man's Land Rental	\$25.00 per day	\$15.00 per day
Special Event (Close Off Whole Park)	\$650.00 per day	\$1300.00 per day
Area A	\$100.00 per day	\$200.00 per day
Area C	\$100.00 per day	\$200.00 per day
Area F	\$100.00 per day	\$200.00 per day
Baseball Field Rental	\$75.00 per day per field	\$100.00 per day per field
Lights at Ballfield	\$25 per field	\$25.00 per field
Extra Ball Field Maintenance	\$75.00 per field (At Discretion of the Recreation Director)	
No Man's Land Rental	\$25.00 per day	
-Electricity Fee	\$15.00 per day	
Ahoskie Gymnasium		
Not for Profits (501C3 Required) - \$100.00 security deposit	\$100.00 a day (no fees or admissions can be charged)	
Private or Commercial - \$200.00 security deposit	\$100.00 an hour	
Key Fob Deposit	\$25.00 – refundable when key fob is returned	
Gym Concession Stand Rental	(At Discretion of the Town) 10% due from net proceeds back to Town of Ahoskie	
Soccer Field (Location beside the Gym)	\$200.00 per day	\$400.00 per day
Youth Center	\$150.00 per day	\$250.00 per day
- \$100.00 security deposit	**40 chairs and 5 tables provided	(At the Discretion of the Town)
Special Events – Road Closures, Parades, etc	\$50.00 per hour per Ahoskie PD officer *minimum of 2 officers	



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PLEASE REVIEW

- Security Deposits are only required for full park rentals. Fee is \$300.00 for Residents and Non-Residents
- No Park Rental after 9 p.m.
- Event Security Fee (Ahoskie Police Officers Only) is \$50.00 per hour
- All Park Rentals are First Come/First Serve

I, the undersigned, agree to abide by all rules and regulations applicable to the rented facility and will be responsible for any and all property damages and/or personal injury resulting from use of the facility.

Because of scheduling, a 48-hour notice will be required in order to obtain a refund. (Unless Unexpected Inclement Weather)

****The Rental fee must be paid within 24 hours of notice of approval** (See Fee Schedule)**

Event Details

Number of Participants Expected: _____ Number of Police Officers Required: _____

Description of Event: _____

Miscellaneous Rental Details: _____

Price Agreement: _____

Agency Representative Signature

Ahoskie Town Employee Signature

Date: _____

Date: _____

***All applications are subject to review by the Ahoskie Police Department. Some events may require the presence of an Ahoskie Police Officer for security reasons. The Ahoskie Police Department has sole discretion on whether or not security is necessary for the event. With such an event, a uniformed Police Officer with jurisdiction in the Town of Ahoskie must be utilized. The event security fee may change without notice. Once the application is made and approved, the group will be notified of any applicable security fees. If applied, the security fees are due no later than ten (10) days prior to the event or program. Once the fee has been paid, the rental permit will be issued. If security fees are not paid, the group forfeits their reservation. The Town reserves the right to waive fees that are in its best interest. All fees are subject to review and change.*

***Not for Profit (501C3) where no fees or admissions are charged, and Town Staff are allowed one (1) rental per year (of 1 facility) at 25% reduction as long as the facility is returned clean in good order.**

*****Field availability will be at the Town of Ahoskie/ Recreation Director's discretion. This is due to seasonal field maintenance and Town programs.*****

******Extra Field Maintenance would include chalk/line fields, labor, gas, dragging dirt. This will be added per the discretion of the Recreation Director after speaking with the Renter. ******