

# 1026 Urban Greenspace Event Rental Application

Name: \_\_\_\_\_ City Resident: Yes No

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type of Event \_\_\_\_\_

Caterer: Yes No Caterer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
(You must include all of the time you will need including set up and clean up)

For rental only:

\$20.00 flat rate for City Residents paid at time of reservation.

\$40.00 flat rate for Non-Residents paid at time of reservation.

**No refund.** Date paid \_\_\_\_\_ Receipt # \_\_\_\_\_

This section to be completed by City Staff

I hereby release the City of Roanoke Rapids from responsibility for injuries (physical or otherwise) arising or incurred during my use of the 1026 Urban Greenspace at 1026 Roanoke Avenue, and agree to indemnify the City of Roanoke Rapids for any and all claims arising in connection with my use. I understand that by signing this application I agree that I have received a copy of the rules and guidelines, and that should my application be approved, I will abide by and comply with them. I further agree to leave the outdoor space clean and to place all trash in the proper receptacles, in accordance with those same rules and guidelines. I also understand that the Center Supervisor makes the final decision on the condition of the space and that I will be billed based on the number of persons attending the event, not to exceed \$150.00.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Approved by Date