



# Waxhaw Parks & Recreation Department Facility Rental Application

**\*\*Please ask questions or voice any concerns you might have before you rent the space. \*\***

**Contact information:** Waxhaw Parks & Recreation Dept. 317 N. Broome Street, Waxhaw, NC 28173  
Website: [www.waxhaw.com](http://www.waxhaw.com), E-Mail: [parkrec@waxhaw.com](mailto:parkrec@waxhaw.com), Phone: 704.843.2195 (ext. 258)

Name of the Event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_ Time: \_\_\_\_\_  
Purpose of event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_  
Responsible Party's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
NCDL#: \_\_\_\_\_ Nonprofit #: \_\_\_\_\_ Liability Insurance form  YES or  NO

## Park/Facility

### **\$25 refundable deposit required plus hourly rental fee**

\_\_\_\_\_ **The Meeting Place.** (Includes tables/chairs for 20. \*Key pickup 1 business day prior to rental)

**209 West South Main Street**

Maximum Occupancy: 20 people

Resident/Nonprofit (In-Town): \$12/per hour  
Non-Resident/Nonprofit (Out of Town): \$18/per hour  
For Profit: \$50/per hour

### **\$100 refundable deposit required plus hourly rental fee**

\_\_\_\_\_ **Town Creek Park Shelter Multipurpose 20x20 Shelter** (playground & walking trail open to the Public)

**4240 Waxhaw-Marvin Road**

Maximum Occupancy: 35 people

Resident/Nonprofit (In-Town): \$50/per 3-hour block  
Non-Resident/Nonprofit (Out of Town): \$60/per 3-hour block  
For Profit: \$70/per 3-hour block

#### Time Block Options:

**8:30am-11:30am**  
**12:30pm-3:30pm**  
**4:30pm-7:30pm**

\_\_\_\_\_ **Town Creek Park Field Multipurpose Field** (playground & walking trail open to the Public)

**4240 Waxhaw-Marvin Road**

Limited Parking. For large events, a drop-off/parking plan will be required

Resident/Nonprofit (In-Town): \$25/per hour  
Non-Resident/Nonprofit (Out of Town): \$35/per hour  
For Profit: \$50/per hour

\_\_\_\_\_ **Duncan McDonald House**

Maximum Occupancy: 35 people

**115 McDonald Street**

Resident/Nonprofit (In-Town): \$35/per hour  
Non-Resident/Nonprofit (Out of Town): \$55/per hour  
For Profit: \$100/per hour

**\*\* Special Rental: \$1 million Liability Insurance Policy required. Other specific rules apply. Please ask for info.**

**\$100 refundable deposit required plus hourly rental fee**

**Harvey C. Nesbit Park (please ask for map if needed)**

**1304 HC Nesbit Park Drive**

_____ Baseball Field #1 (Babe Ruth)	_____ Soccer Microfield #2
_____ Baseball Field #2 (T-Ball)	_____ Soccer 6x6 Field #4
_____ Baseball Field #3 (Carolina Healthcare)	_____ Soccer 6x6 Field #5
_____ Baseball Field #4 (Commissioner Field)	_____ Soccer 8x8 Field #6
_____ Soccer Microfield #1	_____ Soccer 8x8 Field #7

Resident/Nonprofit (In-Town):	\$30/per hour/per field
Non-Resident/Nonprofit (Out of Town):	\$40/per hour/per field
For Profit:	\$50/per hour/per field
Tournaments:	\$150 per field, per day (8:00am-8:00pm)

**\*\* For Tournaments or Special Rentals: \$1 million Liability Insurance Policy required**

**Waxhaw Recreation Barn**

**5412 Waxhaw-Marvin Road**

*(Available for rentals beginning Jan. 2, 2024, unless otherwise posted)*

\_\_\_\_\_ Large Indoor Room, Front Building

Resident/Nonprofit (In-Town):	\$50/per hour
Non-Resident/Nonprofit (Out of Town):	\$75/per hour
For Profit:	\$100/per hour

\_\_\_\_\_ Batting Cages, Front Building

Resident/Nonprofit (In-Town):	\$25 per hour for single bay/ \$50 per hour for two bays
Non-Resident/Nonprofit (Out of Town):	\$50 per hour for single bay/ \$75 per hour for two bays
For Profit:	\$75 per hour for single bay/ \$100 per hour for two bays

\_\_\_\_\_ Outdoor Turf Field – 90' x 80' *(field lights included)*

Resident/Nonprofit (In-Town):	\$50/per hour
Non-Resident/Nonprofit (Out of Town):	\$75/per hour
For Profit:	\$100/per hour

\_\_\_\_\_ Back Building – Full Space

Resident/Nonprofit (In-Town):	\$75/per hour
Non-Resident/Nonprofit (Out of Town):	\$100/per hour
For Profit:	\$150/per hour

**\*\* Special Rental: \$1 million Liability Insurance Policy required. Other specific rules apply. Please ask for info.**

\_\_\_\_\_ **Community Corner (gravel lot under Water Tank)**

**Corner of Hwy 16 (Broome St) and McDonald Street**

Resident/Nonprofit (In-Town):	\$50/per hour
Non-Resident/Nonprofit (Out of Town):	\$75/per hour
For Profit:	\$100/per hour

**\*\* Special Rental: \$1 million Liability Insurance Policy required. Other specific rules apply. Please ask for info.**

**\$100 refundable deposit required plus hourly rental fee**

***Downtown Park Amenity***

***301 Givens Street***

*(Available for rentals beginning Jan 2, 2024, unless otherwise posted)*

**Time Block Options**

\_\_\_\_\_ 20 x 20 Picnic Shelter

Resident/Nonprofit (In-Town):	\$50/per 3-hour block
Non-Resident/Nonprofit (Out of Town):	\$60/per 3-hour block
For Profit:	\$70/per 3-hour block

***8:30am-11:30am***  
***12:30pm-3:30pm***  
***4:30pm-7:30pm***

\_\_\_\_\_ 80 x 40 Picnic Shelter

Resident/Nonprofit (In-Town):	\$100/per 3-hour block
Non-Resident/Nonprofit (Out of Town):	\$120/per 3-hour block
For Profit:	\$150/per 3-hour block

\_\_\_\_\_ Amphitheater/Stage (\*Future Amenity)

Resident/Nonprofit (In-Town):	\$50/per hour
Non-Resident/Nonprofit (Out of Town):	\$75/per hour
For Profit:	\$150/per hour

\_\_\_\_\_ Picnic Pod - Includes Grill, Picnic Table, Trash Can (\*Future Amenity)

Resident/Nonprofit (In-Town):	\$25/per 3-hour block
Non-Resident/Nonprofit (Out of Town):	\$35/per 3-hour block
For Profit:	\$50/per 3-hour block

**Special Rental Equipment/Add-On Fees:**

_____ Table (30"W x 96"L, or Cocktail Table 31" round x 43" high)	\$8 each
_____ Chairs	\$1 each
_____ Trash Cans	\$2 each
_____ Orange Cones	\$5 each
_____ Barricades	\$10 each
_____ 10'x10' Tent (*Deposit Required, Qty 1-5 \$100, Qty 6 or more \$200)	\$25 each
_____ Sandbag tent weights	\$1 each
_____ Power (30 amp/50amp)	\$10 per hour
_____ Detour Signs	\$10 each
_____ Road Closed Sign	\$10 each
_____ ABC/No Alcohol Beyond This Point Sign	\$2 each
_____ No Pet Sign	\$2 each
_____ Umbrella Rental for Downtown Park Picnic Pod (*Future Amenity)	\$10 each
_____ Port-A-Potty/Handwash Station	\$100 per unit
_____ Portable Light Tower (minimum 3-hour rental, on site staff fee required)	\$50 per hour
_____ Field Lighting (Nesbit Park, Future- Town Creek Park)	\$20 per hour/per field
_____ Field Lining/Painting (Nesbit Park or Town Creek Park)	\$100 per field
_____ On Site Town Staffing fee (*Required at Special Event Rentals)	\$25 per hour

**By signing below, I acknowledge receipt of and agree to abide by Park/Facility rules and regulations set by the Town of Waxhaw. Also, I understand the "Facility Rental Policies and Procedures Information/Check List Sheet" for rental of all Town-owned facilities.**

Applicants shall indemnify and hold harmless the Town of Waxhaw, its agents, volunteers, elected officials, and employees from and against all losses, costs, damages, expense, and liability caused by an accident or other occurrence in bodily injury, including death, sickness and disease to any persons, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products or services rendered at this facility.

Applicant agrees to waive, release or discharge the Town of Waxhaw, its agents, volunteers, elected officials and employees, of and from any and all claims, demands, cost, liability and cause of action whatsoever that may arise as a result of participation in this facility including, but not limited to, any claims, course of action, liability, damages, demands and cost related to injury to the benefit of Town and shall bind Applicant along with its employees, heirs, legal representatives, assigns and successors in interest of the Applicant or any member thereof.

I, the undersigned, do swear that I have received a copy of, have read, and agree to abide by all the Guidelines as set forth in the rental Agreement.

During your use of the Waxhaw Park Facility, you are liable for any damage done to the property. These expenses may be greater than the deposit amount that you have paid. Once an inspection has been done, you will be notified of the repair cost. The responsible party must be 21 or older.

**Printed name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Payment**

***Full payment is due at the time of scheduled rental.***

Total Rental Fee Due: \_\_\_\_\_

Special Rental/Add-On Fees: \_\_\_\_\_

Facility Deposit Amount to be Paid: \_\_\_\_\_

**Total Amount Due:** \_\_\_\_\_

#### ***Payment Options:***

\*Checks returned will have \$35.00 fee added to amount due.

\*\* A minimum notice of two business days must be given to cancel a reservation for a refund. Refunds take two weeks to process. All fees are non-refundable and non-transferable after two business days.

**Cash or Check:** In person at Town Hall Annex, 317 N. Broome St.

If check, please make payable to the **Town of Waxhaw**

#### **Online Credit Card Payment:**

Online credit card payments can be made at:

<https://heartlandpaymentservices.net/PaymentPortal/TownofWaxhaw/Bills>

Choose the Parks & Recreation button, select the Facility from drop down menu on the right. Enter the amount and select method of payment. Follow prompts to complete transaction. Credit card processing is subject to fees.

#### **Internal Town Checklist:**

Staff Member Name: \_\_\_\_\_ Date Paperwork Process Begins: \_\_\_\_\_

\_\_\_\_\_ Scheduled In RecDesk

\_\_\_\_\_ Payment Received

\_\_\_\_\_ Received Signed Paperwork Complete

\_\_\_\_\_ Special Event Application Required (Yes or No)

\_\_\_\_\_ Liability Insurance Copy Received (If Applicable)

\_\_\_\_\_ Deposit Refunded Once Inspection is Complete

\_\_\_\_\_ Final Date of Completed Paperwork Process