



**Craven County Recreation Department
406 Craven Street
New Bern, NC 28560
Office Phone: 252-636-6606
Office Fax: 252-636-6685**

REQUEST FOR SHELTER USAGE AT CREEKSIDE PARK

USER NAME _____

ADDRESS _____

STREET ADDRESS

PO BOX OR APT #

CITY

STATE

ZIP CODE

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

CONTACT PERSON _____

DATE OF USE _____ TIME OF USE _____ SHELTER # _____
MONTH DAY YEAR START AND END TIME REQUIRED (SEE BELOW)

REASON FOR USE _____ NUMBER OF PEOPLE ATTENDING _____

Fee Schedule (non refundable)

#1 – Rotary Picnic Shelter

\$25 for ½ day (less than 4 hours)
\$50 for all day (more than 4 hours)

#2 – Walking Trail Picnic Shelter

\$10 for ½ day (less than 4 hours)
\$20 for all day (more than 4 hours)

#3- Congleton Picnic Shelter

\$20 for ½ day (less than 4 hours)
\$40 for all day (more than 4 hours)

Gazebo

Call for more information.

REQUIREMENTS TO USE SHELTERS

1. Reservation form and fee are required for sole use of the shelter.
2. Appropriate fees must be received prior to scheduling the date of usage.
3. User must leave shelter, playground and restroom area clean.

****Failure to clean-up will result in a \$50 clean-up fee, which must be paid prior to your next reservation.**

*****I have received a copy of the Craven County Recreation & Parks Ordinance and agree to abide by and enforce these rules. _____ Initial**

X _____
Signature of Responsible Party

Date _____

PLEASE RETURN THE SIGNED FORM AND PAYMENT TO THE ADDRESS ABOVE.

OFFICE USE

FEES PAID \$ _____

CHECK# _____

Staff _____

Date _____