

**City of Goldsboro
Parks and Recreation Department
RESERVATION AGREEMENT**

Facility _____

Name of Person or Organization _____

Type of Activity _____ Estimated Number of People _____

Area(s)/Room(s) Rented:

_____ Date _____ Time _____ to _____ Cost \$ _____

_____ Date _____ Time _____ to _____ Cost \$ _____

_____ Date _____ Time _____ to _____ Cost \$ _____

_____ Date _____ Time _____ to _____ Cost \$ _____

_____ Date _____ Time _____ to _____ Cost \$ _____

Total Cost \$ _____

Set-Up _____

Refreshments Served _____ Yes _____ No _____ Meal Served _____ Yes _____ No _____

The undersigned who is in charge of the activities, is twenty-one (21) years of age or older and is responsible for all information on reservation form. He/she agrees that:

1. The character of the activity will conform to that stated in application.
2. The rules and regulations of the Goldsboro Parks & Recreation concerning the use of the facility will be observed, especially ***that no money will exchange hands on City Property and no alcoholic beverages will be used on City Property.***
3. The undersigned agrees to the Goldsboro Parks & Recreation Department Rules and Regulations.
4. **THERE ARE NO REFUNDS**
5. Cancellations must be made 48 hours prior to event in order to reschedule.
6. The set-up is what I've requested. I understand that any changes made to this set-up will by my responsibility to set-up.

Name of Person Making Reservation (Please Print) _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Signature _____

(Signature Indicates Agreement With Above Information & Set-up)

Second Contact Person _____ Home Phone _____ Work Phone _____

Reservation Taken/Approved By _____

Amount Received _____ Date Payment Received _____ Receipt Number _____