

Lake Norman State Park

159 Inland Sea Lane - Troutman, NC 28166

(704) 528-6350

Community Building Reservation Form

Rental Contract for the Park Community Building

Important: Please complete this form and mail or bring it to the park office along with the rental fee of \$175.00. Payment in full is required before reservation can be confirmed. Make check payable to "Treasurer of North Carolina." There will be a \$25.00 processing fee on all returned checks.

Name of Group: _____ wishes to reserve the Community

Building for the date(s) of: 1st Choice: _____ 2nd Choice: _____

Name of Group's Agent: _____

Address: _____

City: _____ State: _____ Zip: _____

Agent's Phone Number: _____ Evening Number: _____

Number of persons attending: _____ (a limited number of tables and chairs are available)

Purpose of visit (reunion, company outing, etc.): _____

Arrival time: _____ Amount enclosed: _____

Note: It is important that a member of your party arrive at the time you specify so that the building can be unlocked. Park staff are busy with other park operations and cannot afford to wait for more than 10-15 minutes for a group to arrive. If your group cannot arrive by the time specified, please notify the park ASAP, by calling 704/528-6350, 704/682-2490 or 704/682-2491.

Rescheduling or cancellation with refund is possible only with a two-week advance written notice. Any reservation made within two weeks of the reservation date is not refundable.

I, the undersigned, confirm that I have read and understand the rental contract on this form:

Signature: _____ Date: _____

Reservation cannot be made without the above information and signature. A confirmation will be issued upon receipt of this completed form and full rental fee by the park office. Please bring confirmation and receipt with you on day of reservation.

For Office Use Only

Received On: _____

Receipt Number: _____

Processed by: _____

Copy to Maint. Staff _____

Community Building Rental Contract

It is important that you read and understand the terms of this contract

1. The community building is available for rental by civic, government, public service and non-profit organizations, commercial businesses, family groups, and school systems, for reunions, meetings and other events. Seating is provided for up to 110 people. Up to 90 people can be accommodated with tables and chairs. Occupancy by more than 147 people is unlawful. Facility includes meeting room with tables and chairs, and full kitchen with microwave and large icemaker. No kitchenware, utensils or electronic equipment are provided. The small office is not available for use by renters. A fireplace with gas logs may only be used on days when the high temperature will be less than 50 degrees.
2. The rental fee is \$175.00 a day, 8:00 a.m. until ½ hour before park closing. Payment in full must accompany the return of this signed contract. Check or money order should be made payable to “Treasurer of North Carolina.”
3. The community building is available during the following times (Renters may not access building prior to 8:00 a.m. on day of rental):

November – February	8:00 a.m. – 5:30 p.m.
March, April, September, October	8:00 a.m. – 7:30 p.m.
May - August	8:00 a.m. – 8:30 p.m.
4. The person signing this contract will be considered the group’s agent and will insure that the group, its members and guests will comply with the terms of this contract and all state mandated park regulations (see attached copy). The renting group by virtue of its agent’s signature on this contract shall release the State of North Carolina, Lake Norman State Park and its employees from all claims of damage or injury, directly or indirectly, arising from the group’s use of the premises and surrounding area. The renting group shall be responsible for maintaining the good condition of the building and agrees to pay all fees and damage costs arising from their occupancy of the building within two (2) weeks following their event.
5. The renting group shall use the building for private recreational purposes only and shall not operate or permit to be operated, any concession or profit making enterprises involving the charging of admission or the sale of any food, drink, or merchandise, or article of commodity to the invited guest or the public except under written permission from the Park Superintendent. This document is not a permit.
6. The following shall pertain to the rental of the building:
 - A. **Renters are required to clean the building and grounds following the use of it**, (floors, kitchen areas, etc) using the cleaning supplies provided. Collect all trash in and around the building and deposit it in the receptacles. A cleaning fee will be charged if excessive trash and litter are left at the building, or if the cleanup is insufficient. Prior to a renter’s departure, a park staff member will meet you at the building to inspect the cleaning and lock the building.
 - B. When you leave, take everything that you brought with you. Please do not leave any food, cooking utensils, dishes, beverage dispensers, or any type of equipment at the building. Park staff is not responsible for any items left at the building overnight for multi-day rentals.
 - C. Use **only** masking tape when hanging decorations; do not drive nails or staples into the walls or ceiling or any part of the building. Do not hang decorations from the overhead lighting fixtures. Please take your decorations when you leave. Do not attach directional signs to any park signs. Please bring your own wooden stakes.
 - D. Compliance with all park regulations is required. Alcoholic beverages are strictly prohibited. Pets are not permitted inside the building and they may not be left unattended elsewhere.
 - E. The interior of the building is not available for smoking or pets.
 - F. All furniture must remain inside the building, and all vehicles must remain on the pavement. Please do not sit or stand on tables.