

(828)693-4840  
 (828)696-4948 Fax  
 info@laurelprk.org

**Town of Laurel Park**  
 441 White Pine Drive  
 Laurel Park, NC 28739  
 www.laurelpark.org

\_\_\_\_\_  
 Date Received

Applicant				
Name:		Phone:		
Address:				
Email:				
Location				
Jump Off Rock Select One (1)	<input type="checkbox"/> Earthen Stage	<input type="checkbox"/> Vista (Rock Wall)	<input type="checkbox"/> The Rock	<input type="checkbox"/> Outcropping
Laurel Green:	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Grass Lawn		
Rhododendron Lake Nature Park:	<input type="checkbox"/> Picnic Table	<input type="checkbox"/> Lakeside		
Event Details				
Date of Event:		Time (4 hour max): *Please check Sunset time*		
Estimated Number of Vehicles:		Parking is limited at all Town parks and is a consideration for all events. <b>Please limit to 10-12.</b>		
Tent or Arbor to be used? Size cannot exceed 20' x 20' <input type="checkbox"/> Yes <input type="checkbox"/> No   Initial here to acknowledge size limit: ____				
Please visit <a href="http://www.laurelpark.org">www.laurelpark.org</a> for a full list of frequently asked questions.				
Residency: <input type="checkbox"/> Resident (include address) _____ <input type="checkbox"/> Non-Resident				
Office Use Only				
Deposit: <input type="checkbox"/> No <input type="checkbox"/> Yes		Remaining Balance:	Due on:	
Deposit Balance Paid:				
Event Put on Calendar: <input type="checkbox"/> Yes		Date:	By:	
Approved Form Sent to Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No				
One-Time Date Change: <input type="checkbox"/> Yes    New Date _____    staff initial and date _____				

1. The applicant is reserving the exclusive right to hold an event in a specific area at a specific time. No other event permits will be issued for the same park for the same time. **The park cannot be closed or blocked off from the general public.**
2. Events in Town Parks are not reserved until a deposit of at least 50% of the total fee is paid. Remaining balance is due 30 days prior to the event. Reservation fees can be paid in person, online at time of booking or mailed to the above address. *We are unable to take credit cards over the phone.*
3. Reservation fees are non-refundable; however, one change to either the date or time may be made.
4. All events are limited to 4 hours.
5. No restrooms are available.
6. Food and non-alcoholic beverages are permitted. No glass containers are permitted.

7. Cooking or grilling is not allowed in Town parks except in the designated picnic area at Rhododendron Lake Nature Park.
8. Music or noise, in a manner as to disturb the peace of others inside or outside the park, is prohibited. This includes horn blowing.
9. Fires and flames are prohibited, including flying Chinese lanterns.
10. The applicant is responsible for clean-up of the area used prior to leaving.
11. No vehicles or horse-drawn carts are permitted past parking areas.
12. Tents and arbors shall not exceed 20 feet by 20 feet, and the use must be indicated on this form.
13. All parks are open sunrise to sunset. After-hour use may be granted by the Town Manager.
14. The applicant must keep a copy of this permit during the event.
15. For issues accessing the specific area of the park that you have reserved, the Police Department may be contacted at 828-697-3025 and they can clear the area for you.
- 16. The reservation and payment must be made by the party utilizing the park. No reservations or payment from event companies or other third parties will be accepted.**
17. All events are subject to the fee schedule below:

Park	Laurel Park Resident Rate	Non-Resident Rate
Jump Off Rock Park	\$250	\$500
Rhododendron Lake Nature Park	\$50	\$250
Laurel Green Park	\$50	\$250

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I have read, understand, and agree to the conditions above. Any person violating the provisions of this permit shall be guilty of a class 3 misdemeanor. This offense may be waived for a fine of twenty-five dollars (\$25.00) and the cost of court.

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**ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS - Please fill in blank with park name**

I understand and acknowledge that I am familiar with \_\_\_\_\_ and have requested the use of \_\_\_\_\_ with knowledge of the known and unanticipated risks of using \_\_\_\_\_. These risks could result in physical injury or death, mental injury, illness, disease and property damage to me or third parties. **I, on behalf of myself and my heirs, assigns, personal representatives and my invitees, assume all risks related to, associated with or arising out of use of \_\_\_\_\_ and release the Town of Laurel Park any and all claims, demands, actions or rights of action related to, associated with or arising out of use of \_\_\_\_\_.**

I fully recognize and accept that by signing this document and reserving the right to use \_\_\_\_\_, I will have no right to make a claim or file an action against the Town of Laurel Park for any loss or injury arising out of associated with or arising out of use of \_\_\_\_\_. I agree to indemnify, defend and hold harmless the Town of Laurel Park from and against any loss, damage, cost, charge, expense, liability, claim, demand or judgment of every kind and nature arising out of my use of \_\_\_\_\_.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exception (Town Manger)** \_\_\_\_\_ **Date:** \_\_\_\_\_