

# TOWN OF HOPE MILLS SPECIAL EVENT FACILITY RENTAL APPLICATION



**General/ Contact Information**

Organization Name

Event Organizer/Requested By

Address

City

Phone (H)  Phone (M)

Town Resident(please circle one): YES NO

Email Address

**Event Information**

\* A detailed event description must be submitted with this application.

Event Name/Title

<input type="checkbox"/> Block Party	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Parade
<input type="checkbox"/> Demo/ Rally	<input type="checkbox"/> Festival	<input type="checkbox"/> Picket (Police)
<input type="checkbox"/> Educational	<input type="checkbox"/> Memorial	<input type="checkbox"/> Run / Walk
<input type="checkbox"/> Other <input type="text"/>		

**Desired Event Location** Hope Mills Recreation Center

<input type="checkbox"/> Community Room	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Large Activity Room	<input type="checkbox"/> Recreation Center
<input type="checkbox"/> Small Activity Room	<input type="checkbox"/> Fitness Room

**Desired Event Location** Hope Mills Municipal Park

Picnic Shelter 2  Baseball Field

**Desired Event Location** Hope Mills Lake Park

Lake Gazebo

**Desired Event Location** Golfview Greenway

Entire Facility

**Desired Event Location** Brower Park

Multipurpose Room  Picnic Shelter  Baseball Field

**Desired Event Location** Heritage Park

Entire Facility

**Other Desired Event Location**

Requested Event Date (s)

Arrival and Set-up Time

Actual Event Time

Clean-up & Departure Time

Admission or Fee Charged

Expected Attendance  up to 50  51-250  
251-500  Over 500

**Planning Information (select and explain)**

Building Maintenance

Electrical

Water

Fire Dept.

Park Maintenance

Police Coverage (\$35.00 per officer / hours)

Solid Waste

Special Projects

Mobile Bleacher

Mobile Stage

Other

Street Maintenance

Traffic Engineering

Street Closing (List location & attach detailed map of request)

Vendor Permit (s)

**Hope Mills Parks and Recreation**

5570 Rockfish Road, Hope Mills, NC 28348

Ph: (910) 426-4109

Fax (910) 424-4902

## TOWN OF HOPE MILLS SPECIAL EVENT FACILITY RENTAL APPLICATION

Outdoor Facility Rental	Proposed Fees	Recreation Center Rental Fees	Proposed Fees
<b>Ballfields</b>		<b>Community Room including Kitchen – Normal Business Hour Rental: Saturday 9:00am – 9:00pm</b>	
<b>Hourly</b>		<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$150.00
<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$50.00	<ul style="list-style-type: none"> <li>• Per hour</li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>• Ballfield Rental Per Hour</li> </ul>	\$35.00	<b>Large Activity Room</b>	
<ul style="list-style-type: none"> <li>• Ballfield Rental Per Hour with Lights</li> </ul>	\$45.00	<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>• Field Prep – Drag &amp; Mark – one per day (optional)</li> </ul>	\$110.00	<ul style="list-style-type: none"> <li>• Per hour</li> </ul>	\$80.00
<b>Tournament Fee</b>		<b>Multi-purpose Room</b>	
<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$100.00	<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>• Per day per field - without lights</li> </ul>	\$160.00	<ul style="list-style-type: none"> <li>• Per Hour</li> </ul>	\$70.00
<ul style="list-style-type: none"> <li>• Per day per field - with lights</li> </ul>	\$180.00	<b>Small Activity Room</b>	
<b>Picnic Shelters (Municipal Park, Brower Park)</b>		<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$60.00	<ul style="list-style-type: none"> <li>• Per Hour</li> </ul>	\$60.00
<ul style="list-style-type: none"> <li>• Per hour (2 Hour Minimum)</li> </ul>	\$55.00	<b>Gymnasium Rental Fee</b>	
<b>“Vic Blendz” Outdoor Basketball Court</b>		<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	
<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$50.00	<ul style="list-style-type: none"> <li>• Class I Rental</li> </ul>	
<ul style="list-style-type: none"> <li>• Per Hour (2 Hour Minimum)</li> </ul>	\$50.00	<ul style="list-style-type: none"> <li>• Class III Rental</li> </ul>	
		Recreation Attendant (Supervisor) \$12 per hour/Scorekeeper \$10 per hour	
		<ol style="list-style-type: none"> <li>1) Class I (For Profit) – Any event for which admission is charged or any other type of compensation is realized, including donations. This does not include non-profit organizations. All Class I rentals must receive administrative approval.</li> <li>2) Class III (Non-Profit) – Any event hosted by an organization which can provide proof of non-profit and federal tax exempt status.</li> </ol>	
		<b>Daily Fee – Fitness area, open gym/free play &amp; pickleball</b>	
		<ul style="list-style-type: none"> <li>• Resident ages 55 and over</li> </ul>	No Cost

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<b>Gazebo at Lake</b>		<ul style="list-style-type: none"> <li>Non-Resident ages 55 and over</li> </ul>	\$10 punch pass
<ul style="list-style-type: none"> <li>Deposit</li> </ul>	\$85.00	<ul style="list-style-type: none"> <li>Ages 18 – 54 resident &amp; non-resident</li> </ul>	\$10 punch pass
<ul style="list-style-type: none"> <li>Gazebo at Lake Rental Per Hour (2 Hour Minimum)</li> </ul>	\$70.00	<ul style="list-style-type: none"> <li>Ages 18 – 54 daily drop-in fee</li> </ul>	\$2.00 per day
<i>Note: Pavilion not available for rent April 1 – November 30.</i>		<b>Note:</b> Punch pass has 20 visits per pass and is good for one day visit and inclusive for all activities listed above	
		<b>Recreation Center Rental Fees</b>	
		*Civic Organizations as listed in Code of Ordinances Section 62-180	
		<ul style="list-style-type: none"> <li>5 meetings or less per year</li> </ul>	No cost
		<ul style="list-style-type: none"> <li>6 to 12 meetings per year</li> </ul>	\$30.00 per meeting
		<ul style="list-style-type: none"> <li>13+ meeting per year</li> </ul>	\$60.00 per meeting
		<i>*additional \$10.00/hour for meetings exceeding 2 hours</i>	
		<b>Event Rental Amenities</b>	
		<ul style="list-style-type: none"> <li>PA System (for duration of scheduled rental)</li> </ul>	\$25.00
		<ul style="list-style-type: none"> <li>Podium (for duration of scheduled rental)</li> </ul>	\$25.00
		<b>Special Event Permits</b>	
		<b>Number of Attendees</b>	
		<ul style="list-style-type: none"> <li>Non-Profit</li> </ul>	\$45.00
		<ul style="list-style-type: none"> <li>Up to 500</li> </ul>	\$110.00
		<ul style="list-style-type: none"> <li>501 – 2500</li> </ul>	\$210.00
		<ul style="list-style-type: none"> <li>2500 plus</li> </ul>	\$310.00
		<b>Additional Fees</b>	
		<ul style="list-style-type: none"> <li>80 safety cones at \$1.00 each <i>(for events requiring street closures)</i></li> </ul>	\$80.00
		<ul style="list-style-type: none"> <li>10 barricades at \$5.00 each <i>(for events requiring street closures)</i></li> </ul>	\$50.00

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		• Trash Cans	\$5.00/trash can	
		• Bleachers	\$65/set	
		• Electric Access ( <i>HMPRD Staff required*</i> )	\$55.00	
		• Water Access ( <i>HMPRD Staff required*</i> )	\$55.00	
		• Temporary Fence	\$5.00/10ft. section	
		• HMPRD Staff – Day of Assistance (min. of 2 hrs)	\$50.00	

### Fee Waived Policy:

- 1). Groups, organizations, and non-profits must meet the requirements in the Code of Ordinances Section 62-158. Civic Organizations not specifically listed in the ordinances must be approved by Parks and Recreation staff before being granted fee waivers for rentals and special event permits.
- 2). Fee waivers shall be limited to three (3) Civic Organizations per year, and shall be on a first come, first serve basis.
- 3). Hope Mills Parks and Recreation shall partner or co-sponsor a maximum of four (4) special events with Civic Organizations per year, and shall be on a first come, first serve basis.
- 4). Civic Organizations can only be granted one (1) fee waiver for a Special Events Permit per year.

<b>Golfview Greenway</b>		
• Deposit		\$150.00
• Hourly		\$30.00
• Park and Greenway Rental per day		\$155.00
• Rental and prep – special mowing and marking – per day (optional)		\$175.00
• <b>HMPR Staff Day of Assistance (2 hour minimum)</b>		\$45.00 each
<b>Municipal Park Common Areas</b>		
• Deposit		\$150.00
• Hourly		\$40.00

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• Common area per day	\$155.00
• Rental and prep – special mowing and marking – per day (optional)	\$175.00
• <b>HMPR Staff Day of Assistance (2 hour minimum)</b>	\$45.00 each
<b>Off-Duty Police Officers</b> <i>For any event with an expected attendance exceeding 500 individuals, the renter will be required to hire off-duty Hope Mills Police Department officers. The required number of officers will be determined by the Town based on factors including, but not limited to, the estimated attendance, type and location of the event, and whether private security personnel will also be present.</i> <i>For events with fewer than 500 attendees, the Town reserves the right to require the presence of off-duty police officers after evaluating the same criteria.</i>	
• Town Sponsored Special Event / Program (2-hour minimum)	\$35 each
• Private rental or Special Event (2-hour minimum)	\$45 each
<b>Digital Marquee Advertising Fees</b>	
<b>Hope Mills Lake or John W. Hodges Public Safety Center Marquee</b>	
• Birthday Announcement (1 day 1 image only)	\$25.00
• 1 Day, per image	\$55.00
• 1 week (7 days), per image	\$85.00
• ½ month (14 days), per image	\$125.00
• 1 month (28 days), per image	\$200.00
<b>Additional Fees – Optional*</b>	
Customization fee (for use of custom graphics by Town of Hope Mills employees)	\$30.00

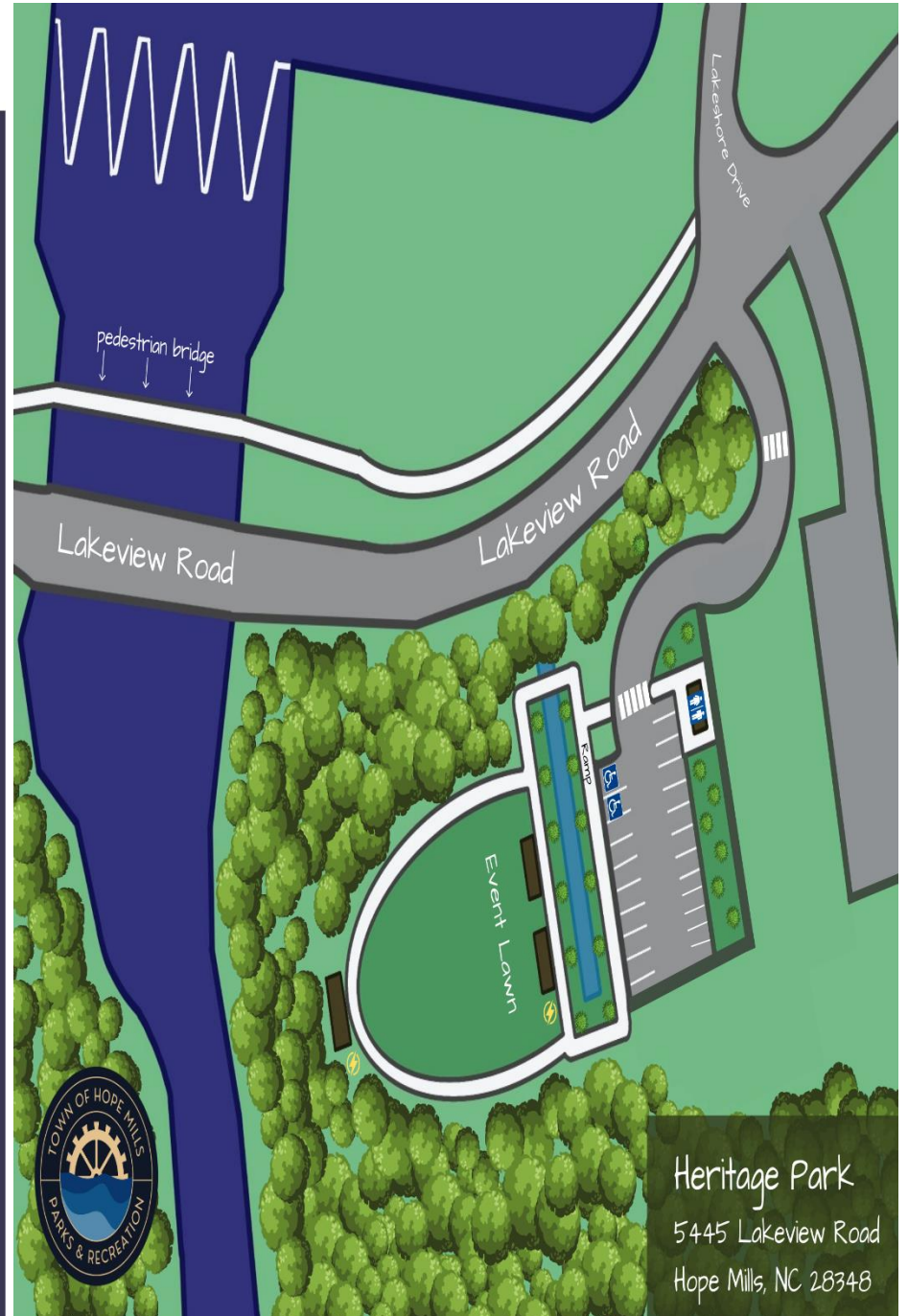
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# TOWN OF HOPE MILLS SPECIAL EVENT FACILITY RENTAL APPLICATION



Hope Mills Lake Park 3609 N Main St,  
Hope Mills, NC 28348



# TOWN OF HOPE MILLS SPECIAL EVENT FACILITY RENTAL APPLICATION



Golfview Greenway

3635 Golfview Road,  
Hope Mills, NC 28348



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## **Regulations and Procedures:**

**Reservations** – All rentals are on a first-paid, first-served basis, and should be made at least 45 days in advance. Reservations are allowed from sunrise to 10 p.m. (except Town sponsored and co-sponsored programs). Events with alcohol sales or service require a 45-day advance reservation. Alcohol is allowed only between Noon and 10 p.m. and must end 30 minutes before the close of the event. A hold will be placed for the date requested for three (3) business days while the request is being reviewed by Staff. Once contacted, the responsible party will have three (3) business days to pay Departmental fees to keep the requested date. Failure to pay Departmental fees within three (3) business days will result in losing the requested date.

**Rental agreement and permits** – Keep a copy of your Rental Application and Permits. Have them available upon request.

**Liability Insurance** – The renter must provide proof of insurance no later than 14 days before the event. The event will be canceled if proof of insurance coverage is not received at least 7 days before the event. The insurance coverage must be a minimum of \$1,000,000 for each occurrence, \$100,000 for damage to rented premises, \$1,000 for medical expenses, \$1,000,000 for personal injury, and \$2,000,000 general aggregate. The Town of Hope Mills must be listed as an additional insured for the time of the event. The Renter is assuming full responsibility for all accidents at the site during their event. If alcohol is served, the event insurance policy must specifically acknowledge that the Golfview Greenway Event includes alcohol sales and/or service, possession, and consumption. The insurance coverage must be a public liability, property damage, and liquor liability insurance at an amount acceptable to the Town and name the Town of Hope Mills as an additional insured on all coverage.

**Restroom Facilities** – Portable toilets are located adjacent to the parking lot at the trailhead of the Golfview Greenway. If needed, additional portable toilets must be provided by the Renter. The placement of the portable toilets must be approved by HMPR. Restrooms are located near each of our Picnic Shelters as well as near the Vic Blends Outdoor Basketball Courts at the Municipal Park.

**Miscellaneous safety** – No glass containers, weapons, or illegal drugs allowed. Pet owners are responsible for cleaning up after their pets.

**Responsible party** – The Renter oversees using the facility and is responsible for the conduct of individuals in the group and will be held responsible for any damage to the Town of Hope Mills property. Groups or individuals failing to comply with the rules and regulations of the Parks and Recreation Department may lose the privilege to rent in the future.

**Cancellation/Inclement weather** – If inclement weather prevents your use of the facility, you may reschedule your reservation or receive a credit. You must make a written request within 5 days of the reservation. A credit will be given if you cancel your reservation in writing at least 30 days before the reservation date. You may also reschedule your reservation but must do so in writing 30 days before the reservation date.

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**Clean up** – Trash must be placed in litter receptacles or rented dumpsters when the event is complete. Clean-up must be completed before departing the premises.

### Permits and Services

Upon completion of the application, the Recreation Services Supervisor will contact the Renter with further information. The renter is accountable for obtaining all necessary permits and arranging all services through the Recreation Services Supervisor at [twilkins@townofhopemills.com](mailto:twilkins@townofhopemills.com) or (910) 759-4133. Additional permitting fees may apply.

*Please be advised that for any event with an expected attendance exceeding 500 individuals, the renter will be required to hire off-duty Hope Mills Police Department officers. The required number of officers will be determined by the Town based on factors including, but not limited to, the estimated attendance, type and location of the event, and whether private security personnel will also be present.*

*For events with fewer than 500 attendees, the Town reserves the right to require the presence of off-duty police officers after evaluating the same criteria.*

Please check the following permits and/or services your event will require (Check all that apply):

\_\_\_\_\_ Street Closure      \_\_\_\_\_ Outdoor Amplified Sound      \_\_\_\_\_ Designated EMS  
\_\_\_\_\_ Off-Duty Police      \_\_\_\_\_ Barricades      \_\_\_\_\_ ABC Special One-Time OR Limited  
Special Occasion Permit

**Alcohol** – Trash must be placed in litter receptacles or rented dumpsters when the event is complete. Clean-up must be completed before departing the premises.

<https://abc.nc.gov/Permit>

### Alcohol Sales

*Service of beer and unfortified wine is permitted at private gatherings with a proper ABC permit. Alcohol sales and service are allowed only in designated areas in accordance with the Town of Hope Mills ordinance. Special duty officers are required for events with alcohol and will be paid for by the permit holder.*

**Food** – If food is sold or distributed, the vendors must be inspected and have a permit from the Cumberland County Health Department. Contact (910) 433-3618 or [envhealth@cumberlandcountync.gov](mailto:envhealth@cumberlandcountync.gov).

**Security** – Requirements for special duty police officers are established by and coordinated through the Hope Mills Police Department and will depend on factors of the event, including alcohol plans, street closures, and crowd expectations. For events involving alcohol, at least (2) special duty police officers will be required to be present at the designated area for the duration of the sales, service, possession, and consumption period. The Renter will be responsible for all expenses for the

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special duty police officers assigned for the vent at Hope Mills Municipal Park and at Golfview Greenway. There will be a minimum charge to the contract holder of (4) hours for each special duty police officer assigned to the event.

**Utilities** – HMPR does not provide utilities at Hope Mills Municipal Park and at Golfview Greenway. This includes water and electrical services. The renter is responsible for providing generators, electrical cords, and equipment to support the event.

Vendor Permit (s) \_\_\_\_\_

Having received a copy of the Application Guidelines for General Special Events, to the fullest extent permitted by law, the event organizer shall indemnify and hold harmless the Town, employees of the Town and other authorized representatives from and against claims, damages, losses and expenses, including but not limited to attorney’s fees arising out of or resulting from performance or failure of performance of the work provided that any such claim, damage, loss or expense: (1) is attributable to bodily injury, sickness, disease or death, or in injury to or destruction of tangible property, including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the event organizer or the agents thereof. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in these guidelines.

**Event Organizer Signature** [ \_\_\_\_\_ ] **Date** [ \_\_\_\_\_ ]

**For Office Use Only:**

New Event	Yes	No
Meeting Date	_____	
_____ Approve	Permit Number	_____
Insurance Policy	_____	
_____ Disapprove	_____	
_____		
_____		
Fees Due	_____	Fees Paid _____

*Other fees may be charged depending upon the nature of the event, such as but not limited to, Sound Permit and Off Duty Police Officers.*

## TOWN OF HOPE MILLS SPECIAL EVENT FACILITY RENTAL APPLICATION

### Additional Comments

*\*Please include any other information we should be made aware of regarding your rental inquiry\**

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