Bass Lake Park
Holly Springs Parks and Recreation
900 Bass Lake Road
Holly Springs, NC 27540
(919) 557-2496 Office (919) 557-7103 Fax

Rental Estimate Worksheet

Name of Individual/Group/Organization_____

Organizer's Name_____Today's Date_____

Street Address_____

Phone Numbers (W)_____(H)_____(M)_____

Number of guests expected_____ Will Alcohol be served? YES NO If YES, specify date/s_____

Date of Rental _____ Start time _____ End time_____ Sunset_____ ***Weddings ONLY***
Date of Rental _____ Start time _____ End time_____ Sunset_____ Ceremony Date_____
Date of Rental _____ Start time _____ End time_____ Sunset_____ Ceremony Time_____

Room Damage Deposit - $300 _____
Required for ALL rentals (except Business Package)

Alcohol Damage Deposit - $300 *(Required if Alcohol served)* _____
All serving and consumption of Alcohol must **CEASE** one hour prior to end of rental and no later than 10pm.

Hourly Room Rate - $62 Resident/$93 Non-Resident X _____hours _____
Minimum of 3 hours. Rental time must include decorating and clean up time. Must include Afterhours, starting at Park close.

Deck Damage Deposit - $100 _____
Required if Deck used

Deck Rental - $25 Resident/$37.50 Non-Resident X _____hours _____
Can only be rented in conjunction with Conference Room

Business Package Damage Deposit - $100 _____
Required for ALL Business Package Rentals

Business Package Rental Rate - $175 Resident Business/$262.50 Non-Resident Business _____
Weekdays only 8am – 5pm, NO Holidays, ***MUST be a licensed Business in North Carolina***

Wedding Package Rental Rate - $1,500 Resident/$2,250 Non-Resident _____
Includes Room and Deck, 12 noon Friday through 12 noon Sunday. Does ***NOT*** include Afterhours fee.

Afterhours Staffing Fee Per Hour - $25.00 Resident/$37.50 Non-Resident X _____hours _____
Starts at Park Close (sunset). Facility must be rented as of Park Close and begins at close regardless of start time of rental.

Chairs/Tables/Podium Flat Fee - $25 Resident/$37.50 Non-Resident _____
Indoor use *ONLY*

AV Equipment Flat Fee - $35 Resident/$52.20 Non-Resident _____
TV/VCR/DVD/Projector/Screen/Easel/Laptop Connection

Total _____

Holly Springs Police Officer – ***REQUIRED IF ALCOHOL IS SERVED and must remain on site until the end of rental.*** ***RENTER'S RESPONSIBILITY***
Separate payment directly to officer upon arrival. (919) 552-7110.

Resident is defined as an individual or business that has a physical address within the Town of Holly Springs Town Limits. Non-Residents may not use a Resident to obtain Resident Rates.

I understand that approval of this request *DOES NOT* imply exclusive use of any park/facility by my/our group. I have read this contract (front and back) and certify that my/our group will abide by *ALL* rules and regulations. I understand that failure to follow these rules and others imposed by the Town for the good of the group and general public will automatically terminate this agreement. I understand the rental rates are subject to review and change. I understand that by signing the rental contract I am responsible for the safety and care of the facility and of the persons attending. I agree that the Town of Holly Springs retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance, or the need for repairs. The Park Manager and Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed. I also understand that I am responsible for any additional fees incurred for additional accessories and/or rental time and that and outstanding balance at the end of the rental may be taken out of my deposits fees. I understand that I must have the 'Officer Request to Serve Alcohol' form signed by Robbie Parrish of HSPD.

EQUAL OPPORTUNITY: The Town of Holly Springs Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, or disability in employment opportunities or the provision of service, program, or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Town of Holly Springs Parks and Recreation Department or the Office of Equal Opportunity, U. S. Department of the Interior, Washington, DC 20240.

This is an Estimate Worksheet to help with planning your event. This worksheet does not imply or guarantee an exact reservation fee amount. Fees are subject to adjustment at any time by the Town Board. We will be glad to re-estimate fees at your request.

To streamline the rental process, please bring this sheet with your when you make your reservation. You must provide written proof that you have secured an Officer from Holly Springs Police Department at the time you make your reservation. Please note: Events with Alcohol will be Administratively booked to reserve the date/s and time/s, but you must secure signatures and return with payment within 5 business days or the rental offer will be withdrawn.

Updated 3/13