



TOWN OF STEDMAN

EARNEST FREEMAN PARK

PICNIC SHELTER RESERVATION POLICY & AGREEMENT

Picnic shelters may be used on a first-come, first-served basis unless reserved through Town Hall. The park remains open to the public at all times. A reservation grants use of the picnic shelter only for the reserved time indicated on the reservation form.

RULES & REGULATIONS

1. Picnic shelters may be reserved between dawn and dusk.
2. Reservations are charged per shelter for each 4-hour reservation period. Each reservation applies only to the specific shelter selected. Groups wishing to use more than one shelter must reserve each shelter separately and pay the applicable fee for each shelter reserved. **See Fee Schedule.*
3. Reservation time includes setup and cleanup.
4. Reservation fees must be paid at the time of booking to confirm the reservation.
5. Trash must be removed from the picnic shelter area and disposed of properly. Littering is prohibited.
6. Sound amplification devices (loudspeakers, etc.) and musical instruments are prohibited unless approved by the Town.
7. Open fires are prohibited. Personal grills are not permitted unless approved by the Town.
8. Additional tables or equipment are not permitted unless approved by the Town.
9. The individual making the reservation is responsible for any damage or misuse of the shelter or surrounding area.
10. Groups must not disturb or interfere with other park users or authorized activities.
11. The possession, consumption, or display of alcohol or controlled substances is prohibited within the park.
12. Firearms and weapons are prohibited, except for law enforcement officers performing their duties.
13. Reservations may be rescheduled due to inclement weather, subject to availability, if requested within two (2) business days of the original reservation date. If the reservation is not rescheduled within the two (2) business-day period, no refund will be issued.
14. All posted park rules must be followed.
15. Misuse of park facilities may result in revocation of current and future reservation privileges.
16. Bounce houses and inflatables are not permitted.
17. Parking is allowed only in designated paved parking areas.
18. All applicable State and Local regulations must be followed.



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PICNIC SHELTER RESERVATION FORM

Date of Reservation: _____

Beginning Time of Reservation: _____ Ending Time of Reservation: _____

The Town Park is open from dawn to dusk. Please include time needed for setup and cleanup when making your reservation. This reservation is for the shelter space only.

Reservations must be confirmed in advance by contacting Town Hall for availability.

*To complete reservation(s) all fees must be paid in full. Accepted forms of payment are credit card, money order, or cash only. No checks accepted.

SHELTER SELECTION & FEES

☐ X-Large Shelter: \$50 (7 Tables)

☐ Large Shelter: \$25 (3 Tables)

☐ Gazebo: \$25 (1 Table)

AGREEMENT

My signature verifies that I am responsible for the group reserving the picnic shelter and that I have read and understand the Picnic Shelter Reservation Policy/Agreement. I agree to be responsible for any damages or losses that occur during the reservation period. I agree to follow all park rules and applicable regulations and to indemnify and hold harmless the Town of Stedman from any claims arising from use of the facility.

Print Name: _____ Signature: _____

Address: _____ Telephone: _____

Town Employee Signature: _____ Date: _____

Reservations are charged per shelter with a maximum of 4 hours per day. Reserving one shelter does not include additional shelters. To reserve multiple shelters, each must be booked separately.

5110 Front Street/PO Box 220 Stedman NC, 28391

Phone: (910)323-1892 Fax: (910)323-4255

Reservation form can be emailed to: sscudder@townofstedman.com