



Craven County Recreation & Parks

406 Craven Street, New Bern, NC 28560
 Phone (252) 636-6606; Fax (252) 636-6685

SHELTER RESERVATION FORM

****Office Use Only****

Fee Paid \$ _____
 Cash / Check# _____
 Paid by _____
 Date rcvd _____
 Staff _____

Please Print Clearly

MEMBER INFORMATION

MEMBER NAME:		EMAIL:	
MAILING ADDRESS:			
Street or PO Box		City	State Zip
HOME PHONE:	WORK:	CELL:	
CONTACT PERSON (if different from above):		DAYTIME PHONE:	

RESERVATION INFORMATION

RESERVATION DATE	SHELTERS (circle one)	TIME
_____ MONTH DAY YEAR	Rotary Bate/Creekside Bate/West Cr. Congleton Nature Park Walking Trail Rocky Run Gazebo	(choose all that apply-based on availability) <input type="checkbox"/> 9:00 am – 1:00 pm <input type="checkbox"/> 1:00 pm – 5:00 pm <input type="checkbox"/> 5:00 pm – 9:00 pm
REASON FOR USE:		ESTIMATED NUMBER OF PEOPLE:

ADDITIONAL INFORMATION:

SHELTER LOCATION & FEE INFORMATION

Shelter Location	Shelters	Fees
Creekside Park	Rotary Picnic Shelter	\$25 per four-hour block
	Congleton Picnic Shelter	\$25 per four-hour block
	Bate Picnic Shelter	\$25 per four-hour block
	Walking Trail Picnic Shelter	\$15 per four-hour block
	Gazebo	\$15 per four-hour block
West Craven Park	Bate Picnic Shelter	\$25 per four-hour block
Latham-Whitehurst Nature Park	Nature Park Picnic Shelter	\$25 per four-hour block
Rocky Run Park	Rocky Run Picnic Shelter	\$25 per four-hour block

REQUIREMENTS TO USE SHELTERS

1. Reservation form and fee must be received by Recreation Department to reserve the facility.
2. Refunds will only be approved if cancellation is made 30 days prior to date scheduled or in case of incimate weather. A \$5 processing fee will be applied except for refunds for incimate weather.
3. User must leave shelter, playground and restroom area clean. *Failure to clean-up will result in a \$50 clean-up fee, which must be paid prior to your next reservation.

 Signature of Responsible Party

 Date