

# GREENVILLE RECREATION & PARKS DEPARTMENT

PH: 329-4567

FAX: 329-4062

## GREENVILLE TOYOTA AMPHITHEATRE RENTAL & USAGE REQUEST

**Requested By:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Greenville City Resident: Yes No** **Date Requested:** \_\_\_\_\_

**Number of People Using Facility:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Purpose of Using Facility:** \_\_\_\_\_

**Non-Profit Group: Yes No (proof of 501C3 required)**

**Will alcohol be served/sold at the event? (Permitted only for non-profits or political organizations.) Yes No**

**Will there be any merchandise vendors/sales? Yes No**

**Will there be any food or beverage vendors/sales? Yes No**

### RENTAL FEES

Rental fees are based on the user classification of the event, which are described below. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future rentals. All three rental classifications are subdivided into Resident and Non-Resident fees. A Resident is defined as someone who pays City of Greenville taxes.

**User Classifications:**

- A. Class I  
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.
- B. Class II  
Any event where no admission is charged nor any other type of compensation is realized.
- C. Class III  
Any event hosted by an organization which can provide proof of non-profit and federal tax exempt status.

Amphitheatre (Town Common)	CLASS I		CLASS II		CLASS III	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
	\$600/day + \$20/hour staff fee	\$900/day + \$20/hour staff fee	\$300/day + \$20/hour staff fee	\$450/day + \$20/hour staff fee	\$100/day + \$20/hour staff fee	\$150/day + \$20/hour staff fee

## **Toyota Amphitheatre Rules & Regulations**

1. Show your Facility Reservation Contract upon request.
2. No alcoholic beverages, glass containers, weapons, or illegal drugs allowed.
3. The person in charge of using the facility shall be responsible for the conduct of individuals in the group and will also be held responsible for any damage to the City of Greenville property. Groups or individuals failing to comply with the rules and regulations of the Recreation and Parks Department shall not be granted permits in the future.
4. Reservations are on a first paid, first reserved basis and should be made at least 30 days in advance.
5. Greenville Recreation & Parks Department has priority for Amphitheatre if the need should arise.
6. Reservations can be made Monday through Friday from 8 AM to 5 PM at Jaycee Park – call 329-4567.
7. Trash must be placed in litter receptacle or dumpster when finished.
8. 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.
9. A credit will be given if you cancel your reservation in writing at least 30 days prior to the reservation date **and** turn in your Facility Reservation Contract. You may also reschedule your reservation but must do so in writing 30 days prior to the reservation date **and** must also turn in your previous Facility Reservation Contract.
10. **USER IS EXPECTED TO CLEAN UP AFTER USAGE PRIOR TO CURFEW!!!**
11. Flag poles located on park property will not be used except for City owned flags.
12. Any violation of the Amphitheatre rules (above and on reverse) may result in expulsion with denial of rental privileges.

## **Regulations and Procedures**

Hours for reservations: Sunrise – 9 PM (except City sponsored and co-sponsored programs).

### **LIABILITY INSURANCE**

The renter must provide proof of insurance no later than five (5) days prior to the event. The insurance coverage must be a minimum \$1,000,000 each occurrence, \$100,000 damage to rented premises, \$1,000 medical expenses, \$1,000,000 personal injury, and \$2,000,000 general aggregate. The City of Greenville 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 his/her event.

### **RESTROOM FACILITIES**

There are no public restrooms located at the Town Common or Amphitheatre. Portable toilets must be provided by the Renter (see Toilets-Portable in the Yellow Pages). Placement of toilets must be approved by GRPD.

### **FOOD COURT**

The Town Common/Amphitheatre has a food court set up to provide water and waste disposal for food vendors. The food court can be used by a maximum of 20 vendors. Special permits are required for food vendors (see Permits). A copy of this application will be forwarded to Pitt County Environmental Health Department by GRPD. **The use of the food court will require staffing by GRPD (see Rental Fees- front page).**

### **PERMITS**

Renter is responsible for obtaining all necessary permits.

- Food – Pitt County Environmental Health Department 252-902-3206
- Security – Greenville Police Department 252-329-4101
- Noise (amplified) – Greenville Police Department 252-329-4101

\*The Renter is responsible for providing electrical cords and etc. to support the event. Staff fees will be assessed based on event requirements.

**PARKING**

No vehicles are allowed in the park without permission from GRPD. Vehicles will be allowed to enter the park to unload and load equipment. Parking is available at parking lot on east end of the park.

**List details of the event below (i.e. food vendors, tents, tables, chairs – provided by Renter, trash/recycle, receptacles needed, etc.):**

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**Please Sign:**

I, \_\_\_\_\_ have read and understand fully the provisions and regulations of this reservation request.

**FOR OFFICE ONLY**

DATE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ RESERVATION FEE: \_\_\_\_\_

STAFF SUPPORT FEE: \_\_\_\_\_ TOTAL FEE RECEIVED: \_\_\_\_\_