



Eastway Regional Recreation Center
◇ 3150 Eastway Park Drive Charlotte, NC 28213 ◇ 980.314.1464 ◇
Facility Reservation Request Form

Please print or type your responses. Completing this form does not guarantee an approved reservation. Terms continue on page 2.

Name of Organization, Group, or Renter: _____
Contact Name or Organization Representative: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
Email: _____ Alternate Contact Info: _____

Indicate the amenities and times below you are requesting use of:

Multipurpose Room A (\$40/hour)* Mon-Fri fee only Multipurpose Room B (\$40/hour)* Mon-Fri fee only
 Event Hall (\$680 Meck-County 4-hour min) Gymnasium (\$102/hour)
 Event Lawn (\$103/hour)
 Multipurpose A/B Full- Sat Only 12:30p-5:30p \$400 Turf Field (\$84 County, \$130 Non-County/hour)

**Please include ample setup and breakdown time within your request times.
To avoid additional charges, we recommend that you allow at least 30-45 minutes for setup, and
breakdown/cleanup. Staff onsite are not responsible for setup, breakdown, or cleanup of your event.**

Event Date(s): _____ Event Start Time: _____ Event End Time: _____
Event Type (circle one): Meeting / Reception / Workshop / Baby Shower / Birthday / Other: _____
Event Description:
The facility has a limited number of tables and chairs. If you need is greater than what is available please consider renting extra.
Set-up Options (Circle one): Dining Style / Theatre Style / No Furniture needed
Expected Attendance: _____ Event Style (circle one): Private / Open to the Public
Will food be served (circle one): Yes / No Will a licensed caterer be used (circle one): Yes / No
List all food and beverages to be served: _____

Reservation Agreement

All events and room reservations to be conducted on the Eastway Regional Recreation Center property require the completion of this Facility Reservation Request Form. Each facility request will be reviewed, and the status of the request will be made available to the client. As a representative you are responsible for all fees and charges incurred by your event. We cannot accept deposits or partial payments. Refunds will be approved (minus a 10% administrative fee) when the requestor/representative submits a written cancellation request at least thirty (30) days prior to the rental date. NO REFUNDS for cancellations will be granted less than thirty (30) days prior to start date.

Requestor/Representative Signature: _____ Date: _____

Please read and sign the back of this page. Failure to do so will result in an incomplete application and booking delays. Reservations are not guaranteed until payment is processed.

RENTER GUIDELINES

Payments and Refund request

- Rental times must include time for set up and clean up.
- Access will not be granted into rental space until the start of your rental time. **No early entry for set up.**
- Failure to end event on time will result in additional fees including staffing, facility rental, and late fees. To avoid these additional charges, we recommend that you allow 30-45 minutes for breakdown and clean-up time to end event on time.
- A minimum of 14 days' notice is required to book the facility. Rental subject to availability and Event Coordinator approval. Rentals are booked on a first come first serve basis. Rentals are not secured until payment has been processed.
- Full payment is required to secure date, we do not accept deposits.
- Refund Policy: Refund Request must be in writing and received (30) days before rental date. A 10% administrative fee will be deducted. Check will be mailed out 2-3 weeks from written refund request.
- If changes need to be made to the rental time at least a two-week notice is required.

Facility Use Information

- Tables and Chairs are provided. Theatre Style, Dining Style, or no Furniture Needed. The facility has a limited number of tables and chairs. If you need is greater than what is available, please consider renting extra.
- The Event Hall includes use of the Demo Kitchen for serving purposes, however, use of appliances including the refrigerator and stove is not permitted.
- The rental does not include use of TV, AV equipment, projectors, and or any other electronics. Please inquire about our Meeting Package if these amenities interest you.
- **Staff is not responsible for set-up of your event. Please be prepared to set up at the start of your rental time.**

Rules and Guidelines

- Do not hang anything from the ceiling or walls.
- Leave rental area in the same condition as when you arrived. If you have questions, employees are available at the front desk.
- No weapons, drugs, tobacco, vaping, or smoking is allowed on County property.
- Use of alcohol is not permitted. Please inquire about facilities that can host Beer and Wine permits if interested.
- No confetti, glitter, or silly string may be used.
- No open flames.
- No foggers allowed.
- No grilling, use of hot plates, fryers or fire pits are allowed on County property.
- Use of the kitchen only includes access to the icemaker and serving table. Please inquire about licensed caterers and access if interested.
- No pets allowed.
- No parking on the grass.
- **No parking at the front of the facility this is a fire lane.** (ONLY USED FOR UNLOADING AND LOADING.) Let employees at front desk know if you are unloading your car at the front door.
- Secure all garbage in the provided trash cans. Staff can provide extra bags, broom/dustpan, or vacuum upon request. For outdoor events, trash bags must be brought to the dumpster adjacent to the parking lot.
- Failure to abide by these rules may result in loss of future rental and program usage.

Hold Harmless Agreement: I agree to hold Mecklenburg County harmless and indemnify liability, claims to persons or damage to property arising either directly or indirectly from our use of the Eastway Regional Recreation Center. I accept the responsibility for and agree to replace any damaged or lost Mecklenburg County property. I have received a copy of these guidelines and I accept responsibility for the space being reserved.

Requestor/Representative Signature: _____

Date: _____

Eastway Regional Recreation Birthday Party Agreement

Reservations and cancelations:

1. Party date and time are confirmed only after a signed agreement and full payment of party.
2. Eastway Regional Recreation Center does not issue refunds. If a cancellation is made with a two weeks' notice, a credit may be offered to reschedule based on availability. (Parties booked within 30 days of the party date are not eligible for rescheduling a party due to any circumstance.
3. All parties include 1 hour in the party room and 1 ½ hours in the pool or designated program area. You will only have access to the party room for one hour during your **scheduled time**.

Pool policies and procedures:

1. For children age 5 and under, the adult to child ratio in the water must be 1:3 (Ex. 4 children = 2 adults).
2. For children age 6 and older, the adult to child ratio in the water must be 1:10 (Ex. 12 children=2 adults).
3. Proper swimming attire is required and subject to management approval.
4. Swim diapers are required for children 3 and under and may be purchased at Eastway's front desk.
5. Personal inflatable devices or toys (rafts, water wings, water guns, etc.) are not allowed in Mecklenburg County Pools.
6. No coolers, food, or beverage, other than water are allowed in the pool area.
7. Children 6 or older must use the same gender locker rooms or the family locker rooms.
8. Certified lifeguards are on duty at all times.
9. In the event of lightning or thunder, the pool will close for 30 minutes from the last strike.
10. The pool must close for at least 30 minutes in the event of vomit or defecation.
11. You will not be entitled to additional swim time unless the pool is closed for longer than 1 hour, based on availability.

On Your Day:

1. Basic birthday parties do not include a party/room host.
2. We do not store coolers, food, or gifts. We do not have refrigeration or warmers to store food in.
3. The host family is responsible for general clean up after the party. Failure to do so will incur a \$100 clean up fee.
4. The party room is reserved for specific time scheduled, there will be no extra time allotted.
5. Open flames, sterno burners, and/or grills are not allowed at Eastway Regional Recreation center.
6. Eastway does not permit parties or food to be served in our lobby area.
7. Piñatas, silly string, glitter, confetti, or tape on facility walls are not allowed.
8. No alcoholic beverages
9. **Our Basic shared party package has an absolute maximum of 14 children.** This package includes a private table in a *shared* room with other parties and cannot accommodate any additional children.
10. **Our Specialty or Deluxe Aquatics party package has an absolute maximum of 20 children in the private room.** Due to capacity, our private room cannot accommodate any additional children.

For questions email EastwayEvents@mecklenburgcountync.gov or call (980) 314-1464



Child(ren) Name(s) Age turning

Male Female

Birthday Party Date Requesting:

Birthday Party Package: Basic-shared / Private Aquatics / Specialty (Please circle)

Specialty Birthday party themes: NERF / Soccer / Basketball / Volleyball / NATURE

I agree that I have read and understood the above Party Agreement and agree to follow all listed policies and rules.

Signature Date

Semi-private Aquatic Party: \$200

- **Shared space**
- 14 children included in party
- 1 hour at the table in the shared space and 1 ½ pool time
- Party Adult is responsible for bringing all party items: food, cake, decorations, goodie bags, etc

Private Aquatic Party: \$275

- **Private Room**
- 20 children included in party
- 1 hour at the table and 1 ½ pool time
- Party Adult is responsible for bringing all party items: food, cake, decorations, goodie bags, etc

Specialty Party Packages: \$350

Includes: Nerf, Sports (Volleyball, Soccer or Basketball), and Nature

Nerf and Sports Parties are Sundays Only. (Nerf 1st and 2nd Sundays)

- Party supplies (plates, napkins, and utensils)
- Party Host
- Goodie bags
- 20 children
- Private room 1 hour
- Instructional activity 1 ½ hours
- Parent responsible to bring food and cake