



PARKS & RECREATION DEPARTMENT

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REQUIREMENTS FOR SHELTER RESERVATIONS

The Atlantic Beach Town Park Picnic Shelter is located at 915 W. Fort Macon Rd. The shelter is available daily from 8 a.m. until 10 p.m. and may be reserved in the following 4-hour blocks: 8AM - 12PM; 12:30PM - 4:30PM; 5PM - 9PM. For more information please contact our Parks & Recreation Department at (252) 726-4456 or via email at events@atlanticbeach-nc.com.

1. The shelter is available for rental subject to the schedules of pre-existing programs, events, classes and/or other activities.
2. We encourage all renters to request their date in advance, as all applications are reviewed on a first-come, first-served basis. The Town of AB reserves the right to deny any application for a rental permit.
3. The renter is responsible for ensuring the entire event area is clean and free of trash, recycling, animal waste, and other debris during and at the conclusion of the event.
4. A rental permit does not grant exclusive use of the park, it gives permission for the permit holder to reserve the picnic shelter only. The permit holder and participants must share the Town Park and all of its assets (splash pad, playground, skate park, etc.) with other users and cannot block public access. Applications for exclusive use of the park for private events will not be permitted.
5. The renter must be at least 21 years of age. There must be one adult age 21 or over, per each 10 minors below the age of 18. Renter may not sublet the space to another group or individual.
6. All fees are due at the time of reservation (at least 7 days in advance of the rental).
 - All fees must be paid in full at the time of the request for any reservation. Approval is not guaranteed.
 - Rentals charging admission/selling tickets are not permitted.
7. Renters may request permit changes (i.e. times, estimated attendance, etc.) up to 7 days prior to requested date. The renter must accurately state the times of the event. All set-up, event activities and dismantling must occur during the times stated on the permit.

The following are not permitted:

- Use of a water line at the Town Park is not permitted
- Staking activities or décor to the ground is not permitted
- Bounce houses, obstacle courses, etc. are not permitted
- No alcohol or tobacco products on Town Park property
- No open fires or fire pits
- No charcoal grills (only small portable propane grills permitted)

Any reservation not cancelled by notifying the Town of Atlantic Beach at least 7 days in advance will not receive a refund. Refunds will not be issued for no-shows & weather.