

### Staffing

Pelham Parks & Recreation provides one full-time and one part-time staff member to help with the disposal of trash and field setup and/or maintenance. Additional staff members may be requested at an additional rate of \$30/hour.

### Event Times

The duration of the event, including setup and breakdown, is outlined in this agreement and must be adhered to. If the event does not end at the agreed-upon time, a fee of \$50.00 per additional hour will be applied.

### Payment

A deposit is required at booking to guarantee the desired space. Full payment for the rental space is due two weeks prior to the event. Pelham Parks & Recreation requires that a credit card be placed on file at the time this agreement is signed. We accept CASH, CHECK, VISA, MASTER CARD, DISCOVER CARD, and AMERICAN EXPRESS. A processing fee of 3% will be charged as a separate transaction on your credit card statement and will not appear on your final invoice.

### Miscellaneous

Inflatables and bounce houses are allowed but require liability insurance with the City of Pelham listed as an additional insured. Table clothes and table decorations are allowed. Wall decorations and glitter are prohibited. Please dispose of balloons properly and do not release them into the air. Please dispose of all food, beverages, and decorations. Any trash must be placed in the provided trash cans.

### Food

Outside food and beverages are allowed, including food trucks. **Alcohol is strictly prohibited.** Fire, flames, and/or other flammable devices are prohibited. Pelham Parks & Recreation and the City of Pelham are not responsible or liable for food preparation, food serving, or illness caused by food served at private events. NOTE: All food trucks must have a Pelham Business License. Documentation MUST be given to Pelham Parks & Recreation prior to the event. An Additional fee to utilize the parking lot may apply.

### Cancellation/Refund Policy

30 Days or more	100% Refund
Days 29 - 14	50% Refund
13 Days or less	Deposit Forfeited

A 100% refund will be issued for cancellations by Pelham Parks & Recreation for any reason. For cancellations, please contact Parks & Recreation Supervisor.

### Damage

The client assumes full responsibility for the space being rented and agrees to pay Pelham Parks & Recreation and the City of Pelham for any and all damage or loss caused by the client/user and of customer/user's guests, invitee and/or any person or organization contracting with the client/user to provide any service or goods before, during or after the function, or by any other person or persons on said premise attending or because of client/users event. The client/users shall indemnify and hold Pelham Parks & Recreation and the City of Pelham safe and harmless for damage or liability for damage or injury to the person or property of Pelham Parks & Recreation and the City of Pelham, or any other person or entity. The client must submit a copy of liability insurance listing the City of Pelham on the policy or purchase a one-day special event policy. If the event exceeds 100 attendees, the client must submit this information to Pelham Parks & Recreation at least two weeks prior to the event.

### Inclement Weather

Pelham Parks & Recreation and/or City of Pelham staff reserves the right to close any and all outdoor areas due to inclement weather and unplayable or unsafe conditions.