

- The name of the Pelham Park and/or Recreation Center is not to be used in handouts or advertising of any kind except as a source of location. No group may use the Recreation Center as a mailing address. Groups may not use the Recreation Center phone number as a contact for program information.
- Any organized event, i.e. practices, school events, tournaments, games, etc. require liability insurance with the City of Pelham listed as an additional insured.
- Any advertising, publicity, or other announcement must be approved by the Director in advance.
- Events of groups or individuals under 18 years of age must have a parent or guardian in attendance.
- Signs, decorations, or other objects are not to be taped or attached to walls or doors in any manner.
- Indoor events must be held during regular hours of operation for the Recreation Center.
- If you are planning to sell any type of product or service, you must provide the Recreation Center with a copy of your Pelham business license as well as your sales tax account information.
- **A deposit is required at booking to guarantee the desired space. Full payment for the rental space is due the day of the event.** Pelham Parks & Recreation requires that a credit card be placed on file at the time this agreement is signed.
- 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, confetti, glitter, color bombs are prohibited. Please dispose of balloons properly and do not release them into the air.
- Outside food and beverages are allowed, including food trucks. **Alcohol is strictly prohibited.** Fire, flames, and/or other flammable devices are prohibited. NOTE: All food trucks must have a Pelham Business License.

Equipment available for use:

- Eight 8' round tables
- Six 8' rectangle tables
- Eleven 6' rectangle tables
- Projector Screen in multipurpose room

All tables are white without tablecloths

Ready to book? Register easily online or in person!