



# Zebulon Parks and Recreation Community Center License Application

Thank you for your interest in Zebulon Parks and Recreation Facilities for your upcoming event. To best meet your rental needs, please complete the form below legible in its entirety. Completion of this form is **not** a rental guarantee.

**Applicant/Representative Name** \_\_\_\_\_

(Applicant must be at least 21 years of age and will be responsible for the entire event.)

**Organization (if applicable):** \_\_\_\_\_

**Federal Non-Profit with IRS 501 (c)(3) Status EIN #:** \_\_\_\_\_

(Organizations, please note: Nonprofit status requires entry of your federal EIN #. The applicant/representative is authorized to enter into financial agreements for the organization and acknowledges that all payments and refunds will be issued to the organization at the address listed below.)

**Applicant/Representative Date of Birth:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

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

**Contact number:** \_\_\_\_\_ **Secondary Contact number:** \_\_\_\_\_

**Requested Room:** \_\_\_\_\_

**Requested Rental Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Estimated Number of Attendees:** \_\_\_\_\_

**Set Up Time:** \_\_\_\_\_ **Rental Event Time:** \_\_\_\_\_ **Rental End Time:** \_\_\_\_\_

**What type of event are you having? Please Describe.**

\_\_\_\_\_  
\_\_\_\_\_

**Special Requests/Comments:** \_\_\_\_\_

**Decorations:** \_\_\_\_\_

**Equipment needed:** The Community Center has 17 round tables, 10 rectangular serving tables, and 200 chairs.

**Number of Tables:** \_\_\_\_\_ **Number of Chairs:** \_\_\_\_\_ **Audio Equipment:** YES / NO **Video Equipment:** YES / NO

**Other Requested Equipment:** \_\_\_\_\_

**Is your event open to the public?**  Yes  No

**Is your event a political function?**  Yes  No

**Will you be charging admission, soliciting, selling items, including food and beverages, or accepting donations at your event?**  Yes  No

\*If yes, please fill out the VENDOR/CONCESSION/ADMISSON/CATERING/FEE PERMIT

**Will food/beverages be served?**  Yes  No

**Will alcoholic beverages be served or available?**  Yes  No

\*Alcoholic beverages are not permitted at ANY parks in the Town of Zebulon. Alcoholic beverages are not allowed in the Community Center unless the application "Reservation and Rental Supplement Policy for Events That Include Alcohol" is submitted and approved.

**Will you have a Caterer?**  Yes  No

\*If yes, please fill out the VENDOR/CONCESSION/ADMISSON/CATERING/FEE PERMIT