

City of New Ellenton



COMMUNITY CENTER RENTAL AGREEMENT

New Ellenton Civic Center, 212 Pine Hill Avenue, New Ellenton, SC 29809

Renter: _____
(Photo Identification Required. Must be at least 21 years of age.)

Address: _____

Phone: _____ E-mail Address: _____

Number of expected guests: _____ Type of Event: _____

Event Date(s): _____ M T W Th F Sa Su (Circle One)
(My rental is for the date(s) specified above only.)

Time building will be opened: _____ Time building will be closed: _____
(Earliest start time is 8 AM every day. Latest end time is 1 AM every day.)

Caterer: _____ Phone: _____

SETUP INSTRUCTIONS – Please use attached diagram sheet.

CAPACITY: The Community Center has a seating capacity, with round tables, for approximately 120 people. Combined use of round and rectangular tables increases this to approximately 140 people. Seating without tables expands the capacity to approximately 250 people.

PARKING: *Parking is limited.* Guests may not use the parking area at the Fire Department for overflow parking. In the event that there is an emergency, that lot must be vacant to allow quick access for fire fighters and other emergency response teams. Vehicles parked in the Fire Department parking lot will be towed at the owner's expense.

ACCESS TO BUILDING: City Staff will control access to the building before and after all events, and will remain on City premises until the building is vacated.

SECURITY: At the city's option and at the renter's expense, the renter may be required to provide one or more police officers as may be determined by the occasion or the attendants. The City shall make this determination after reviewing the application for reservation. If the renter desires police supervision, arrangements must be made in advance with the New Ellenton Police Department and additional fees will apply.

UTILITIES: If water or electricity is needed for an event (i.e., for an outdoor water slide or bouncy unit), there will be an additional charge of \$50 per utility needed, per day. Payment for these services is required in advance.

DECORATING: 3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE is the *only* product allowed for decorating. No confetti, rice, string streamers, nails or tacks are to be used. Expenses incurred by damage caused by decorating will be deducted from your deposit. **Nothing can be hung from the ceilings or lights.**

BACK-TO-BACK RENTALS: On some occasions, there may be reservations on a Friday/Saturday or Saturday/Sunday. In this event, the caretaker cleaning up after the previous day's event may affect the second day's

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rental. The caretaker comes early in the morning and may be cleaning the center until approximately noon on the second day.

MUSIC & SOUND EQUIPMENT: No music is to be played after 12:00 midnight. Renters must inform the band, DJ, etc. of this prior to the event.

TABLES AND CHAIRS: Tables and chairs will be provided at no cost to the renter. The lessee (renter) is responsible for set-up and take down of all tables and chairs for events. If more tables and/or chairs are needed for an event, the renter is permitted to bring their own. The City is NOT responsible for any items left on the premises after an event.

The City provides the following equipment:

<u>Item Description</u>	<u>Quantity</u>
• Chairs	120
• 60" round tables (seats 8)	15
• 96" x 30" rectangular tables	15
• Podium with microphone	1
• Projector (mounted from ceiling)	1

KITCHEN: There is an ice maker and refrigerator available for use. Renter is responsible for emptying and cleaning these items if used. Any food left on the premises will be discarded.

ALCOHOLIC BEVERAGES: Alcoholic beverages may be served **inside** the Community Center. Under no circumstances may a bar be set-up outside, nor may drinks be taken outside the building for consumption.

DEPOSIT/RENTER LIABILITY: This agreement gives the contract holder (and guests) access to the Community Center only. Use of other city facilities such as the park, Fire Department, or City Hall is not permitted. Unauthorized use of other city facilities will result in total forfeiture of the damage deposit. **CONTRACT HOLDER IS RESPONSIBLE AND WILL BE HELD ACCOUNTABLE FOR ANY DAMAGES.** The renter or their designee must be present during preparation (facility decorating and catering set-up) and clean-up times. The City's caretaker will address any problems or concerns with the renter or their designee. All personal properties must be removed from the facility at the end of the event as the facility may be scheduled for use the next day. After the event, any damage and/or major clean-up cost will be deducted from the deposit; deductions being based on whether or not the clean-up after the event was satisfactory. The Community Center caretaker will determine this. Renter must notify the City's staff of any damages accrued during rental of the Community Center. Damages may include, but are not limited to, damage done to the facility, equipment, or any City property. In the event that fees exceed the cost of the deposit, the contract holder will be liable and billed accordingly. The City will notify the contract holder if all or part of the deposit is being held, or if the contract holder is to be billed for any additional fees. The City is responsible for the storage of all City furnishings and equipment and the routine maintenance of the floor. Pets are not allowed under any circumstances. **Smoking inside the building is prohibited.**

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RENTAL FEES: The basic rental time for use of the Community Center is eight (8) hours which includes the time used for preparation, decorating, and clean-up after the event (from the time the building is opened until time it is closed). If your event will require more than 8 hours the day of the event, the charge is \$50 per additional hour and is in addition to the basic rate. Rental hours must be consecutive. Should you come in several hours for decorating, leave, and then come back for the event, you will be charged for the entire time. For example, if a renter opens for decorating at 10 AM, leaves at noon, comes back at 4 PM to start their event and the event ends at 10 PM, the cost will be calculated from 10 AM until 10 PM for a total of twelve (12) hours. *Should you reserve the center on a back-to-back basis (two or more consecutive days), you will be charged fifty percent (50%) of the basic rental amount for your first day.* The earliest opening time is 8 AM and the latest close time is 1 AM.

Below you will find a breakdown of applicable rental fees.

Basic 8 hours (from time door is opened)		_____
• Monday through Thursday	\$250	
• Friday through Sunday	\$300	
Additional hours (\$50.00/hour)	_____	_____
Use of two (2) small meeting rooms only (4 hours)	\$100	_____
Additional hours (\$30 each/hour)	_____	_____
Damage Deposit (Refundable)	\$100	_____
Other charges if applicable	_____	_____

BALANCE DUE THIRTY (30) DAYS PRIOR TO EVENT		TOTAL DUE: _____
		Less Deposit _____

CANCELLATIONS: *Cancellation includes changing the agreed date to another.* If cancellations are made *within* 10 days from the date of signing, half of the deposit will be refunded. *After* the 10th day, the total deposit is non-refundable. Furthermore, deposit *and* rental fees are forfeited when events are cancelled with less than seven (7) days' notice.

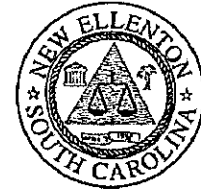
Renter's Signature: _____ Date: _____

OFFICE USE ONLY

Date Deposit Returned: _____ Amount Returned: _____ Check #: _____

Received by (signature): _____

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How to get your deposit back:

- Follow all terms of contract _____
- Park in designated *Civic Center* parking only _____
- Take down all decorations (no use of unapproved décor-per contract) _____
- Empty & clean refrigerator _____

Verified by - _____

_____ Title

_____ Printed Name

_____ Signature

_____ Date