

City of New Ellenton Facility Rental Agreement



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

Address: _____

Phone: _____ **E-mail Address:** _____

Organization Name: _____

Number of expected guests: _____ **Type of Event:** _____

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

The building will be opened: _____ **The building will be closed:** _____
(Earliest start time is 8 AM every day. Latest end time is 11 PM every day.) **(Community Center)**
(Earliest start time is 7 AM every day. Latest end time is 11 PM every day.) **(Farmers Market / Evans Park / Pavilion)**

Caterer: _____ **Phone:** _____

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. The (Farmers Market) has a total capacity of 400 people.

PARKING: *Parking is limited.* Please park at the facility you are renting. Parking inside the walking track is strictly prohibited unless prior authorization is given. Guests may not use the parking area at the Fire Department for overflow parking. In the event of an emergency, that area 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: A Key(s) will be provided to the renter. It is the renter's responsibility to ensure the building is locked and secured when leaving the facility. Key(s) must be returned to City Hall. Loss of key(s) may result in a reduced deposit.(Community Center)

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. Officer fees are \$50.00 per hour per officer.

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 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 11:00PM. 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 renter is responsible for set-up and take down of all tables and chairs for events. **(Farmers Market) All tables and chairs must be returned to enclosed trailer.** 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:

COMMUNITY CENTER		FARMERS MARKET	
<u>Item Description</u>	<u>Quantity</u>	<u>Item Description</u>	<u>Quantity</u>
Chairs	80	Chairs	100
60" round tables (seats 8)	14	96" x 30" rectangular tables	10
96" x 30" rectangular tables	13		
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. (Community Center)

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.
- Alcoholic beverages may be served at the Farmer's Market. A bar may be set-up under the canopy. Under no circumstances may alcoholic beverages be served or consumed outside of the Farmer's Market.
- Alcoholic beverages are strictly prohibited in Evans Park
- **Underage consumption of alcohol is strictly prohibited and against the law.**

DEPOSIT/RENTER LIABILITY: This agreement gives the contract holder (and guests) access to the rented facility only. Use of other city facilities such as the Park, Farmers Market, Fire Department, or City Hall is not permitted. Unauthorized use of other city facilities will result in total forfeiture of the damage deposit.

CONTRACTHOLDER 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 City's 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 inside the community center. Smoking inside the building is prohibited.

RENTAL FEES:

- **Community Center:** 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 11 PM.

Basic 8 hours (from time door is opened)

- Monday through Thursday \$250.00
 - Friday through Sunday \$300.00
- Additional hours \$50.00 / hour

Use of (2) small meeting rooms only (4 hours) \$100.00
Additional hours \$30.00 / hour

Damage Deposit (Refundable) \$300.00

- Farmers Market:** The basic rental time for use of the Farmers Market is one to four (1-4) 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). 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 farmers market 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 7 AM and the latest close time is 11 PM.

1-4 hours	\$50.00 Per Hour
Damage Deposit (Refundable)	\$100.00
5-16 hours	\$600.00
Damage Deposit (Refundable)	\$300.00

- Evans Park / Ballfield / Pavilion:**

(New Ellenton Resident)	\$25.00
(Non-New Ellenton Resident)	\$50.00
Damage Deposit (Refundable)	\$25.00

RELIGIOUS GROUPS, NON-PROFIT 501c3 ORGANIZATIONS, AND POLITICAL PARTIES

The City of New Ellenton reserves the right to deny use of the Farmers Market, Community Center, and Evans Park to any individual, group, or organization whenever, and if, the City deems it is in the best interest of the City to do so.

These organizations are allowed, one (1) event per calendar year, at a reduced rate.

Evans Park / Pavilion (Refundable)	\$25.00
Community Center (Refundable)	\$50.00
Farmers Market (Refundable)	\$150.00

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.

HOW TO GET YOUR DEPOSIT BACK:

- Follow all terms of this contract.
- Park in designated parking areas only.
- Remove all decorations.
- Dispose of all trash in proper receptacles.

Please check which facilities and utilities you will need.

Community Center

Basic 8 hours (from time door is opened)

- Monday through Thursday \$250.00 _____
- Friday through Sunday \$300.00 _____

Additional hours \$50.00 / hour _____

Use of (2) small meeting rooms only (4 hours) \$100.00 _____

Additional hours \$30.00 / hour _____

Damage Deposit (Refundable) \$300.00 _____

Other charges if applicable: _____

Farmers Market

1-4 hours \$50.00 (Per Hour) _____

Damage Deposit (Refundable) \$100.00 _____

5-16 hours \$600.00 _____

Damage Deposit (Refundable) \$300.00 _____

Other charges of applicable: _____

Evans Park / Ballfield / Pavilion

New Ellenton Resident \$25.00 _____

Non-New Ellenton Resident \$50.00 _____

Damage Deposit (Refundable) \$25.00 _____

Other charges of applicable: _____

Electric \$50.00 _____

Water \$50.00 _____

Police \$50.00 (per hour, per officer) _____

BALANCE DUE THIRTY (30) DAYS PRIOR TO EVENT

TOTAL DUE: _____

LESS DEPOSIT: _____

Renters Signature: _____ Date: _____

OFFICE USE ONLY

Date Facility was cleaned: _____ Damage: Yes _____ No _____ If Yes describe below.

Description of damages: _____

Decorations removed: Yes _____ No _____ Trash disposed properly: Yes _____ No _____

Tables and Chairs returned: Yes _____ No _____

If No describe: _____

Cleaned and inspected by: _____

Signature: _____

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

Received by (signature) _____

City of New Ellenton Noise Permit Request Form



To request a noise variance for outside amplified sound, please complete the below information.

Name of Requestor: _____

(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 (Please Circle)

(My rental is for the date(s) specified above only.)

Event Time(s): _____

Name of Event / Activity: _____

Location of activity: Community Center, Farmers Market, Evans Park, Pavilion. (Please Circle)

Nature of sound that will be generated: (i.e., DJ, Live Band, Speakers, Bass Competition): _____

Any additional information: _____

Requestor Signature: _____ **Date:** _____

The application for a variance shall be reviewed and either approved or rejected by email. Pursuant to City Code, variance requests should be submitted at least 20 days prior to an event. While staff makes every effort to accommodate the review of late submittals, review, and issuance is not guaranteed. If submitted by the deadline, applications for variances shall be reviewed and either approved or rejected at least five days prior to the proposed start of the activity. For questions, please call the City Hall at [803-652-2214](tel:803-652-2214).