

**SNEADS FERRY COMMUNITY COUNCIL**

**COMMUNITY BUILDING**

**RENTAL CONTRACT**

THIS CONTRACT, is executed on \_\_\_\_\_ by and between \_\_\_\_\_ after referred to as "The Renter" and the Sneads Ferry Community Council, reserves the Community Building on \_\_\_\_\_ for the event: \_\_\_\_\_

**THE RENTER:** Agrees to the following:

1. To pay a rental fee of \$\_\_\_\_\_ in accordance with the currently published rental schedule for the Sneads Ferry Community Center and the Community Center Grounds. Such fee is payable in full prior to the event.
2. To pay a refundable deposit of \$100.00 for holding the reservation, ensuring the facility is left in pre-rental condition and that all keys are returned. The deposit is refundable until 30 days prior to the reserved date. Reservations cancelled less than 30 days prior to the reserved date will result in forfeiture of the deposit.
3. To provide all necessary permits, i.e., alcohol dispensing permits, to cover legal requirements for this function and to sign the "HOLD HARMLESS" Agreement.
4. To clean the building in accordance with the checklist of Enclosure (4).
5. To pay an \$85.00 fee (if applicable) to decorate the day prior to your reserved date.
6. To forfeit the above deposit, or a portion thereof, if post event clean-up is unsatisfactory, damages occur to the building or grounds during your rental, or keys are not returned.
7. Usage of Kitchen facility is an additional \$100.00.

**THE SNEADS FERRY COMMUNITY COUNCIL:** Agrees to the following:

1. To provide the renter use of the Community Building on the reserved date and to open and secure the building or provide keys or code to the renter.
2. To ensure that the Community Building is clean on the date reserved and to have the Rental Manager initial the checklist in accordance with Enclosure (4) via a walk-through inspection prior to and after your rental, no later than the next day.

Building Manager: Debbie Norris

(Signature) \_\_\_\_\_

Renter:

\_\_\_\_\_  
(Signature) \_\_\_\_\_

**LIABILITY / HOLD HARMLESS AGREEMENT**

This Hold Harmless and Indemnification Agreement (“Agreement”) is entered into by and between \_\_\_\_\_ hereinafter “Promisor” and the Sneads Ferry Community Council, a corporation, hereinafter “Promisee”, on this day \_\_\_\_\_ in Sneads Ferry North Carolina.

Agreement:

FOR VALUABLE CONSIDERATION, the deposit of \$100.00, which is hereby acknowledged, Promisor (renter) and Promisee agree as follows:

Promisor (renter) will indemnify and hold harmless Promisee from all costs of defense and attorney’s fees incurred in defending against same, arising from any claims arising from and related to promisor’s (renter’s) use and rental of the premises located at 126 Park Lane, Sneads Ferry, North Carolina, 28460. Promisor’s (renter’s) actions include the acts of Promisor’s (renter’s) agents, employees, and guest.

Promisee shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event Promisor’s (renter) shall indemnify and hold harmless Promisee for any such claims paid, including Promisee’s reasonable attorney’s fees incurred resulting from such claim. In the event any claim or suit is brought against Promisee within the scope of this Agreement, Promisor (renter) shall pay for legal counsel chosen by Promisee to defend against same. This agreement shall encompass claims resulting from (1) the furnishing of alcoholic beverages, and (2) property damage or liability claims for injuries, including death, anywhere on the premises including the Community Building Grounds.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third-party claim, to its reasonable legal fees and cost incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be interpreted under the laws of the state of North Carolina.

Building Manager: Debbie Norris

(Signature) \_\_\_\_\_

Renter: \_\_\_\_\_

(Signature) \_\_\_\_\_

**SNEADS FERRY COMMUNITY BUILDING CONTRACT**

**(CHECK IN / OUT)**

I/We will provide all necessary permits to cover legal responsibility for this function and handle all clean-up of the Sneads Ferry Community Building after our scheduled event.

If clean-up is not satisfactory, the \$100.00 deposit, or a portion there of, will be forfeited.

I also agree that any damage that might occur to the building or grounds during this function will result in the forfeiture of the \$100.00 deposit or a portion thereof.

Event: \_\_\_\_\_

Date Reserved: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Phone Numbers (H) \_\_\_\_\_

(C) \_\_\_\_\_

(W) \_\_\_\_\_

Email: \_\_\_\_\_

**BUILDING RENTAL**

Full Day \$300.00

Kitchen \$100.00

½ day Sun-Thur \$150.00

Pavilion \$75.00

- If renting after 5:00 pm to decorate for the next day \$85.00
- Refundable deposit of \$100.00 once building is cleaned and checked

**Community Building Rental Checklist (2 copies intentional)**

- Stage clean (swept and mopped if used)
- Floor clean (swept and mopped)
- Kitchen floor (swept and mopped)
- Kitchen sink, appliances, dishes, utensils cleaned and stored
- Food removed from refrigerators
- Kitchen appliances turned off
- Bathrooms clean
  - Toilets – flushed and clean
  - Sinks – clean
  - Floors – swept and mopped
  - Empty trash
- All trash put in dumpster at back of building
- Audio equipment accounted for
- No tape or tacks on walls or tables
- Parking area clean
- All entry and exit points are secured (locked and tight)
- Tables and chairs replaced as found
  - Wiped down, folded up, and put on carts (do not overload carts)
- Inside and outside lights off (leave light in front of bathrooms ON)
- Fans turned off
- Dressing rooms easily accessible
  - Chairs stacked (bottom side forward)
  - Round tables on cart
  - Stage entry and exit door accessible
- **If floors are not swept and mopped there will be no refund.**

Renter's signature

Manager's signature

\_\_\_\_\_

\_\_\_\_\_

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