

Town of Church Point

Park Pavilion Rental Agreement

Rental Rates	
Rental	\$250.00 (non-refundable)
Kitchen Rental	\$50.00 (non-refundable)
Deposit	\$50.00 (refundable)

Payment Log	
Rental	\$
Kitchen	\$
Deposit	\$
Amount Paid	\$
Balance	\$
Special Terms or conditions:	

Rental Information	
Date of Function	_____
Time of Function	From: _____ Until: _____
Type of Function	_____

Renter Information	
Name of Club/ Organization	(If applicable)
Name of Renter	_____
Address	_____
City, State, Zip Code	_____
Phone Number	_____

DISCLAIMER: THE TOWN OF CHURCH POINT WILL NOT ACCEPT LIABILITY FOR ANY INJURIES, ACCIDENTS, OR STOLEN ARTICLES OCCURRING IN THE CENTER OR ON THE GROUNDS DURING THE OCCUPANCY BY ANY GROUP OR PERSON GRANTED PERMISSION THE USE OF SUCH FACILITIES. PERSONS OR GROUPS RENTING ACCEPT RESPONSIBILITY FOR ANY DAMAGES TO GROUNDS, BUILDINGS, OR EQUIPMENT. MISSING ARTICLES WILL BE BILLED ACCORDINGLY. ALL FURNISHINGS AND EQUIPMENT MUST REMAIN UNDER PAVILION/KITCHEN. AFTER A DEPOSIT HAS BEEN PAID, THERE WILL BE NO REFUNDS IF RESERVATIONS ARE CANCELLED. IN MAKING THIS APPLICATION, I CERTIFY THAT I HAVE READ AND WILL COMPLY WITH THE POLICIES AS SET FORTH BY THE TOWN OF CHURCH POINT. BALANCE DUE BEFORE FUNCTION.

Signature of Renter/ Responsible Party Date

Signature of Town Representative Date

Pavilion/Kitchen Rules & Regulations

1. Absolutely NO SMOKING allowed in the kitchen. If any cigarette buds are found in the kitchen the deposit will be FORFEITED.
2. The person or group renting the pavilion/kitchen will be RESPONSIBLE FOR PICKING UP ALL ARTICLES, OBJECTS OR OTHER THINGS BROUGHT IN BY THEM. ALL TRASH MUST BE DEPOSITED IN THE DUMPSTER LOCATED IN THE PARKING LOT.
3. The Town of Church Point WILL NOT BE LIABLE FOR ANY ARTICLES LEFT AT THE PAVILION OR IN THE KITCHEN. Anything of value should be removed after the function.
4. Functions held at the pavilion/kitchen MUST END AT 1:00 AM. Admission charges are only allowed by civic groups and non-profit organizations.
5. FOR STUDENT SPONSORED EVENTS: NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE BUILDING OR ON THE PREMISES AND NO ALCOHOL CONSUMPTION WILL BE PERMITTED. ADDITIONALLY, AT LEAST EIGHT (8) CHAPERONES MUST SIGN CONTRACT and be present for the entire student sponsored function. School sponsored activities will be assessed a \$50.00 fee for security, but will be responsible for all clean up.
6. BE SURE TO LOCK KITCHEN WHEN YOU ARE FINISHED.
7. No decorations or signs of any kind will be allowed to be taped or attached to walls or ceiling of any buildings.
8. No heavy equipment on tables or chairs. DO NOT PUT CHAIRS ON TABLES.
9. All beer and liquor must be in leak proof containers.
10. Deposits will be refunded upon notification by city personnel that building has been cleaned checked for damages. ANY DAMAGES FOUND WILL BE TAKEN OUT OF DEPOSIT; IF DAMAGES EXCEED DEPOSIT, YOU WILL BE BILLED FOR BALANCE.
11. Key for event may be picked up 12:00 to 4:30 PM. On the day before rental, unless building is rented for that day. Otherwise you may get key at 6:00 AM on the day of rental. All items must be removed by renter or decorator on the day of rental unless the building is not rented the next day then it must be removed by 9:00 AM the following day. A \$25.00 FEE WILL BE CHARGED IF KEY IS NOT RETURNED THE FOLLOWING DAY. IF KEY IS LOST, DEPOSIT WILL BE FORFEITED.

THESE RULES PLUS THE CURRENT PARK RULES SET BY ORDINANCE WITHIN THE TOWN OF CHURCH POINT SHALL BE FOLLOWED AT ALL TIMES. THE PAVILION, KITCHEN AND PARKING LOT, SHALL BE RETURNED TO THE TOWN OF CHURCH POINT CLEAN, AND DAMAGE FREE, OR YOUR DEPOSIT WILL BE FORFEITED AND/OR YOU WILL BE BILLED FOR REMAINING BALANCE OF DAMAGES.

I HAVE READ THE ABOVE RULES AND REGULATIONS AND DO HEREBY AGREE TO THE TERMS OF THIS AGREEMENT.

Signature of responsible party/renter Date

Signature of Authorized Town Representative Date