

As of 6/23/22

TOWN OF CHURCH POINT
COMMUNITY CENTER RENTAL AGREEMENT

***** THE TOWN OF CHURCH POINT RESERVES THE RIGHT TO CANCEL ANY EVENT BECAUSE OF AN UNFORSEEN EMERGENCY OR ANY OTHER REASON DEEMED BY THE MAYOR TO BE IN THE BEST INTEREST OF THE TOWN OF CHURCH POINT. RENTAL PAID FOR ANY SUCH CANCELLED EVENT WILL BE FULLY REFUNDED. *****

OPERATIONAL CAPACITY FOR CENTER

- Max capacity 500

SECURITY GUIDELINES FOR CENTER

- Security is performed by the Church Point Police Department at a charge of \$25.00 per hour per officer. One officer will be provided for 6 hours per rental and is required to stay until the building and parking lot are cleared. SECURITY IS MANDATORY WITH EVERY RENTAL, NO EXEPTIONS! In the event of an incident that jeopardizes the safety of the occupants and building the security guard has full authority to shut down the event.

CENTER RENTAL INFORMATION

- The Town of Church Point is NOT responsible for items or equipment left in the center.
- THE TOWN OF CHURCH POINT DOES NOT SET UP OR TAKE DOWN TABLES/CHAIRS. THIS IS THE RESPONSIBILITY OF THE RENTER AND IF NOT DONE A FEE OF \$150.00 WILL BE DEDUCTED OUT OF THE DEPOSIT.
- No perishable items shall be left in the center overnight.

- There must be a basic clean up (inside and outside) and the premises must be vacated by the time stated on the contract. (2am) NOTHING shall be left overnight to be removed the next day.
- If the center is not cleaned in accordance with the Town's requirements, the Center Manager has full discretion to withhold any deposit paid. (Take out trash, clean up spills, save tables/chairs)
- Trash must be removed by the renter; if not there will be a fee of \$70.00 taken out of the deposit.
- Dumpsters are provided for trash removal.
- If any large spills are made, they must be cleaned by the renter the night of the event.
- NO ALCOHOL ALLOWED AT TEEN EVENTS.
- NO SMOKING IS ALLOWED IN THE CENTER.
- ABSOLUTELY NO FIREWORKS OR SMOKE MACHINES OF ANY KIND ARE ALLOWED IN THE CENTER. (THIS INCLUDES SPARKLERS, SMOKE BOMBS, ETC.)
- When setting up tables and chairs DO NOT drag tables and chairs on or across the floor.
- NO standing on tables or chairs.
- Table covers are required on all tables where food and beverages are consumed.
- No flammable/combustible materials are allowed inside of the center which includes but not limited to the following: torches, incense burners, charcoal grills, etc.
- All entries/doorways MUST be accessible during functions due to Fire Marshall Code.
- Community center manager has FULL authority to close function/activity if renters do not comply with all rules listed on the rental agreement.
- It is FULLY the renter's responsibility to inform all caterers, decorators, deliveries, DJ's and any other vendors of the rules and regulations of the Town of Church Point's community center.
- DRONES ARE NOT ALLOWED IN THE COMMUNITY CENTER.
- NO TOWN EQUIPMENT WILL BE ALLOWED FOR PUBLIC USE.

COMMUNITY CENTER RENTAL PROCEDURES

Any prospective renter must call or appear at City Hall to request a certain date for a function. No date will be reserved until the contract agreement is signed and the deposit amount of \$500.00 is paid. NO DEPOSIT SHALL BE CARRIED OVER FROM ONE YEAR TO THE NEXT.

- Price of the center is as follows –
 \$2350.00 total which includes the hall rental of \$1400.00, a fully refundable deposit of \$500.00, a cleaning fee of \$300.00, and 6 hours of security for \$150.00.

- The \$500.00 deposit and signing of the contract is mandatory before any dates can be reserved.
- All money is to be paid at Church Point Town Hall.
- The full rental balance is due by 4:00pm thirty (30) days prior to the function.
- Rental of the center goes as follows- Key for the center may be picked up the day before the rental by 4:00pm for decorating purposes. The day of the event the center must be vacant by 2am.
- Cancellation of rental must be done 90 days or more before your rental date in order to receive a full refund. If you cancel 90 days or less before your rental date you forfeit your deposit.
- No deposit refund will be issued until the key to the center is returned to Church Point Town Hall.

THE FOLLOWING IS A LIST OF ITEMS AVAILABLE FOR USE WITH CENTER RENTAL:

- Commercial refrigerator
- 5 burner electric stove
- (13) 8-foot-long tables
- (4) 6-foot-short tables
- (30) 60-inch round tables
- (225) folding chairs
- (12) rolls of toilet paper in women's restroom
- (4) rolls of toilet paper in men's restroom
- (10) extra trash can liners (cans will be left with clean liners upon rental)
- Hand soap in restrooms
- Paper towels in restrooms

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RENTAL: \$1400.00 (NON-REFUNDABLE)

DEPOSIT: \$500.00 (REFUNDABLE, PROVIDED ALL RULES & REGULATIONS ARE FOLLOWED)

CLEANING: \$300.00 (NON-OPTIONAL)

SECURITY: \$150.00 (NON-OPTIONAL)

RENTAL INFORMATION

DATE OF FUNCTION- _____

TYPE OF FUNCTION- _____

NAME OF RENTER OR ORGANIZATION- _____

ADDRESS OF RENTER- _____

CITY, STATE, ZIP- _____

PHONE NUMBER - _____

DISCLAIMER: THE TOWN OF CHURCH POINT WILL NOT ACCEPT LIABILITY FOR ANY INJURIES, ACCIDENTS, OR STOLEN ARTICLES OCCURING 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 FULL RESPONSIBILITY FOR ANY DAMAGE TO GROUNDS, BUILDING, OR EQUIPMENT. MISSING ARTICLES WILL BE BILLED ACCORDINGLY. ALL FURNISHINGS AND EQUIPMENT MUST REMAIN IN BUILDING. AFTER A DEPOSIT HAS BEEN PAID, THERE WILL BE NO REFUNDS IF RESERVATIONS ARE CANCELLED LESS THAN 90 DAYS PRIOR TO RENTAL. IN SIGNING THIS RENTAL AGREEMENT, I CERTIFY THAT I HAVE READ AND WILL COMPLY WITH THE POLICIES AS SET FORTH BY THE TOWN OF CHURCH POINT. **BALANCE DUE 30 DAYS PRIOR TO FUNCTION.**

SIGNATURE OF RENTER/RESPONSIBLE PARTY DATE

SIGNATURE OF AUTHORIZED TOWN REPRESENTATIVE DATE

TOWN OF CHURCH POINT COMMUNITY CENTER PAYMENT LOG-

RENTAL- _____

DEPOSIT- _____

AMOUNT PAID- _____

BALANCE DUE- _____

SPECIAL TERMS AND CONDITIONS:

**TO RECEIVE A FULL REFUND IN THE EVENT OF A RENTAL
CANCELLATION, RENTER MUST CANCEL 90 DAYS PRIOR TO
THE DATE OF THEIR EVENT.**