

Belhaven Civic Center
257 West Pungo Street
(252)943-3055 EXT 218
(252) 943-3055 EXT 210 (rental info.)

Town of Belhaven
Post Office Box 220
Belhaven, NC 27810

Capacity - 170

RENTAL AGREEMENT

Name of Organization _____

Responsible Party _____

Phone () _____ Address _____

Date of Rental _____
 Day of Week Month Year Time (hours)

The Renter agrees to protect, defend, indemnify and hold the Town of Belhaven and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges arising out of or relating to any and all claims, liens, demand, obligations, connection with or arising directly or indirectly out of this agreement and/or the performance hereof. The renter further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at this sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

I have read and understand the attached Belhaven Civic Center Rental Policy and have been instructed by a town employee of rules and procedures to be followed. I realize that my security deposit will be withheld for any breach of these conditions, for any damages, as well as additional money and will jeopardize future use of the Civic Center.

Renter

Date

Day Month Date Year of Rental Time (Hours)

Deposit \$ _____

Rent \$ _____

Total amount due the Town of Belhaven \$ _____

Amount which May be refunded \$ _____ to the renter.

Rental Policy
Belhaven Civic Center

1. Rental of Civic Center will be scheduled on a first come-first serve basis.
2. Reservations will be made through the Municipal Building from 8:00 AM - 5:00 PM, Monday - Friday.
3. To secure a reservation, the renter must be twenty-one (21) years of age, show a form of identification and must be present at the time of the event.
4. Rental and deposit fees will be consistent with the fee structure as approved by the Town Council. The rental and deposit fees must be paid in order to secure the reservation and is not refundable should the event not take place. A standing deposit may be used for frequent patrons or may be waived at the discretion of the Town Manager.
5. Alcohol may not be consumed on the premises - effective January 1, 2009.
6. All set up, take down and general clean up will be the responsibility of the renter who secures the reservation. No nails, staples or tacks may be used to decorate with, hooks are provided in various locations for your decorating convenience.
7. All heat and air conditioning use will be governed by the following: the air conditioner must be shut off after each use. Heat must be left at 50 degrees after each use (fall and winter).
8. The Civic Center shall be available for rent under the following conditions:
 - A. To all non-profit organization, individuals for social events, weddings, anniversaries, reunions, etc.
 - B. To for-profit organizations, for fee making projects and organizational meetings.
9. The Town of Belhaven reserves the right to deny the rent of the Civic Center based upon health , safety, welfare of the renter, invited guests or general public as well as the protection and security of the building.

Clean Up Check List - For Deposit Refund Civic Center

Inside the building - main area, kitchen, restrooms

- Remove all decorations and tape on windows and underneath tables
- Wipe of tables and chairs which may have been soiled, scrub kitchen counter
- Replace tables and chairs to original place
- Remove trash from building and place in containers on the outside of the building; when trash containers are filled you may leaved bagged and tied trash in the fenced area
- Mop floor (with clean water) to remove any spills or soiled areas (mop and bucket provided in the kitchen)
- Straighten bathrooms and clean mirror if necessary - flush all toilets
- Check and clean oven - if spills occurred
- Leave heat at 50 degrees during the fall and winter months; cut off the air conditioners

Premises - Outside

- Pick up all trash in the parking lot and around entrance to the building
- Make sure the trash containers are securely closed and the fence is closed securely