



Auditorium Business Center Rental

Rental dates can only be scheduled up to one month in advance, unless approved by the Town. All dates that are scheduled in advance must be paid for in advance. Proof of insurance for all events is required. A valid NC driver's license or valid photo ID is required.

DEPOSITS

A cleaning deposit of \$100 is required by cash or money order at the time of signing the Rental Agreement. The Cleaning Deposit shall be refunded after an inspection of the area if it is found to be in the same condition as when rented and after any issued keys have been returned.

HOURLY RATES FOR ROOMS

\$20 per hour (minimum 5 hours) for any event/activity scheduled by any organization or group of individuals. Payment is due and payable at the time of signing of the Rental Agreement.

Daily Rental Fees:

Regular Rental Rates	\$20/hr with a 5 hour minimum
Non-Profit and Active Military	\$10/hr with a 5 hour minimum

Deposits:

Security & Cleaning	\$100
Key	\$50

Only cancellations received at least ten (10) working days prior will result in a \$50 cancellation fee.

If any unforeseen conditions arise causing the Town to cancel your reservation, a full refund will be issued.

AUDITORIUM BUSINESS CENTER

RENTAL POLICY

Name: _____

Organization: _____

(If Applicable)

Refund Deposit to: _____

Address: _____

City _____ State _____ Zip _____ Employer: _____

E-mail: _____

Phone: (_____) _____ Alternate: (_____) _____

Date Requested: _____ Hours Requested: _____ AM/PM to _____ AM/PM

Event/Purpose: _____ Estimated Attendees: _____

Will music be played? Y/N ~ Will a Public Address System be used? Y/N ~ Will Alcohol be served? Y/N

I, the undersigned, agree to abide by all Rules and Regulations and hereby covenants and agrees that it will defend, indemnify, protect and save harmless the Landlord from the claims of all persons arising from or out of the use or occupancy of the demised premises by or under Tenant or Tenant's agents, employees, or invitees, save and except claims, arising from the negligence of Landlord or Landlord's agents, employees, invitees or Landlord's other Tenants. Tenant shall not be liable hereunder for any special, incidental or consequential damages. Landlord covenants and agrees to indemnify, protect and save harmless the Tenant from any claims arising from the negligence of Landlord, Landlord's agents, employees, or invitees. Dependent upon the type of event, separate insurance coverage by the tenant may be required. Failure to abide by the any part of this Rental Agreement could result in renter losing the privilege to rent. I have received a copy of the Rental Policy and Rules and Regulations in this agreement.

Signature: _____ Date: _____

Security & Cleaning Deposit: \$ _____

Key Deposit: \$ _____

TOTAL DEPOSIT: \$ _____

Rental Fee: \$ _____

AUDITORIUM BUSINESS CENTER

RULES & REGULATIONS

Please take time to familiarize yourself with the rules and regulations.

- The facility is to be used for activities of an educational, business, recreational, civic and cultural nature. Renters are responsible for cleaning the auditorium after use, leaving it in the same condition as when rented. The stage must be dust mopped after use. The Auditorium floor must be clear of any trash and swept and vacuumed. All trash is to be put in the dumpster behind the auditorium. Bathrooms are to be left clean and trash is to be emptied. Stage dressing rooms are to be cleaned, with all trash removed.
- The Applicant is granted limited access to the facility and should note that only certain approved doors may be used for entering and exiting. When leaving the auditorium, all doors must be closed and locked and all lights turned off. All activities must be under appropriate adult supervision.
- Applicant is responsible for all set up and breakdown. Applicant may provide furnishings within the reserved hours of use. The Applicant shall protect all floors when moving furniture and/or equipment or refund of security deposit may be affected.
- Personal property or other equipment may not be brought into the auditorium building without prior approval of the Production Manager. Any such approved items are to be removed by the Applicant at the end of the contracted time. The Town will not be responsible for remaining Applicant items and Applicant is advised that cleaning or other disposal fees may be deducted from the Applicant's deposit or assessed to the Applicant.
- Signs, supplies, etc. are to be removed at the end of the contract time.
- Applicant understands that the use may be affected by inclement weather or at any time the Town determines the facility is not in condition for use. A credit, refund or make-up time will be issued as appropriate equal to the amount of time lost only.
- All vehicles must be parked in designated areas only. Absolutely no vehicles allowed on the grass or landscaped areas. The main parking for the auditorium is in the rear of the facility with handicapped parking at the side of the building.
- No fans, portable heaters, smoke machines or dry ice allowed unless approved by the Production Manager prior to the event.
- Town operated premises are to be left clean with all litter removed.
- No food or drink, except for bottled water, is allowed in the Auditorium.
- No alcoholic beverages, drugs or tobacco products are allowed anywhere on the premises.

Hold Harmless Agreement

I. In consideration of being a vendor, service provider or other participant in one or more events conducted by The Town of Hildebran, the undersigned agrees to indemnify, protect and save harmless the Town of Hildebran from all claims, liability or lawsuits, including reimbursement of attorney fees in defending such claims and damage to real or personal property which arises out of, or results from the acts or omissions of the undersigned or resulting from the activities carried on by the undersigned and its employees, agents and representatives. II.

Signature: _____

Date: _____