



## TOWN OF BELHAVEN BUILDING RENTAL AGREEMENT

DATE OF RENTAL: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

BUILDING: ☐ CHARLIE SMITH CENTER ☐ CIVIC CENTER

RESPONSIBLE PARTY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

HOURS OF EVENT: \_\_\_\_\_ ☐ PUBLIC EVENT ☐ PRIVATE EVENT

RENTAL FEE: \_\_\_\_\_ REFUNDABLE DEPOSIT: \_\_\_\_\_

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 renter's 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 Facilities Rental Policy and Clean-up Checklist, and was instructed by the Town employee of rules and procedures to follow. I realize that my security deposit is forfeited, if any breach of these conditions for any damages, as well as additional money and will jeopardize future use of the Town's facilities.

RENTER's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

TOWN OFFICIAL Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INTERNAL USE:

AMOUNT PAID BY: CASH ☐ CHECK ☐ MONEY ORDER ☐

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ REFUND SENT: \_\_\_\_\_

Deposit: \_\_\_\_\_ 10-335-007 (Code 372) Copy Given to AP: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Civic Center 10-331-012 (Code 412)  
\_\_\_\_\_ Charlie Smith Center 10-331-014 (Code 414)

## **TOWN OF BELHAVEN PUBLIC BUILDING RENTAL INFORMATION**

### **RENTAL RESERVATIONS**

- Reservations will be made on a first come, first served basis at Town Hall, 315 E. Main Street, Belhaven or by calling 252-943-3055. Reservations will be accepted during the hours of 8 AM and 4PM, Monday through Friday.
- Rental of Town Facilities will be scheduled on a first come-first serve basis. The buildings shall be available for rent to individuals, non-profit organizations, for-profit organizations, for weddings, anniversaries, reunions, meetings and other events and activities.
- Renters must be 21 years of age, show identification and be present at the time of the event.
- The rental and deposit fees must be paid in order to secure the reservation. A standing deposit may be used for frequent patrons or may be waived at the discretion of the Town Manager.
- The fee for rental is \$300.00 with a refundable deposit of \$150.00. The deposit along with rental fee will be deposited into the bank upon receipt. Once the building has been inspected and approved by the Town of Belhaven's staff, a check will be requested of the Finance Department. Every other week, refundable deposit checks are processed and mailed.
- Pick the key up from the Town of Belhaven Town Hall between 8AM and 5PM, Monday through Friday. For weekend rentals, pick up the key from the Town of Belhaven the Friday before the event.
- The Town of Belhaven reserves the right to deny the rental of the building if it is determined that the health, safety, welfare of the renter, guests and general public is in danger. The Town also reserves the right not to rent to anyone who violates these policies and damage the facility or the premises of the property.
- Each Building has a limited amount of tables and chairs available. Renters may rent additional tables and chairs from local rental companies. The Town of Belhaven does not allow tables and chairs to be moved from one facility to another for rentals.

### **USAGE RULES**

- No Smoking inside or outside of the facility.
- Alcohol may not be consumed inside or outside of the facility - Effective January 1, 2009.
- No loitering, profanity or fighting on the premises.
- No Gambling on the premises or in the dwelling.
- No weapons of any kind on the premises or in the dwelling.
- No nails, staples or tacks may be used to decorate.

### **RENTER RESPONSIBILITIES**

- Set up and return of tables and chairs will be the responsibility of the renter who secures the reservation.
- The building should be cleaned up after use, garbage/trash removed from the building and the floor cleaned as outlined on the attached check list.
- Return the key after the event in the night deposit box at Town Hall, 315 E. Main Street.
- The attached Clean Up Checklist should be followed to ensure a full refund of the security deposit.

## TOWN OF BELHAVEN PUBLIC BUILDING RENTAL INFORMATION

### Clean Up Checklist - For Deposit Refund

To ensure building is left in a clean condition and the security deposit refunded, please follow this clean-up checklist for Town of Belhaven Public Buildings.

#### INSIDE

- ☐ 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 leave 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
- ☐ Set heat/AC to temperatures noted at thermostats in each building.
- ☐ Lock and secure all doors and windows

#### 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

*Thank you for renting a Town of Belhaven facility.*

Belhaven Civic Center, 257 W. Pungo Street, Belhaven

Charlie Smith Community Center, 914 E. Main Street, Belhaven