



Event Space Rental Agreement and Contract

Event Date: _____ Number of Guests: _____

Type of Event: _____

Rental Start Time: _____ Rental End Time: _____

Primary Contact/Renter: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: _____

You can rent Ware Shoals Town Facilities any day of the week except for Senior Center, which is only available on Fridays through Sundays. To apply go to website at: www.wareshoalssc.com and fill out application. Your application will be forwarded to the Properties Committee for approval. For questions call the office at 864-456-7478. Town Hall Standard Rental Time is **4 hours**. This four hour includes set up and clean up. The Renter may request use of the space in a single 4-hour block, multiple 4-hour blocks, or as one 4-hour block with additional single hours. Each additional hour will cost an **additional amount per hour**.

A deposit of \$20 is required upon approval of the rental application to hold the requested date and time. Deposits are non-refundable unless we (Town of Ware Shoals) cancel for some unforeseen reason. If your cancellations are made 5 or more days in advance, the deposit will be available for use at another event within 3 months.

Cash, checks, and credit cards (with 3% service charge) are accepted.

Policies & Regulations

A deposit along with a signed Event Space Rental Agreement and Contract is required to reserve the event date and time. All balances must be payable to the Town of Ware Shoals 5 days in advance of the event. The Town of Ware Shoals is not responsible for lost, damaged, or stolen equipment or objects left on the premises.

The following chart displays what is available to rent and its fees.

Rental Properties	Cost per 4-hour Block	Additional Cost per Hour
Pitts Park Single Shelter	50.00	25.00
Senior Center	50.00	25.00
West End Park	75.00	30.00
Town Square	100.00	50.00
Parking Lot	50.00	25.00
Gazebo	25.00	15.00



Insurance and Liability

Cleaning, Trash, and Equipment Removal

All facilities will be in clean condition prior to the event. It is expected to be in the same condition under Renter’s departure. Renter is required to remove all equipment from the premises by the end of the rental time. If the Renter exceeds this allotted time, there will be an additional \$30 charge per hour. All trash should be collected and properly bagged in trash receptacles.

City, County, State, and Federal Laws

The Renter agrees to comply with all applicable city, county, state, and federal laws and shall conduct no illegal act on the premises. The Renter shall not serve alcohol on the premises at any time. Town of Ware Shoals reserves the right to, in its exclusive discretion, to expel anyone who, in its judgement, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of the Town or the safety of its staff, guest, or property.

Discounted Rental Rates

Special rates for non-prof organizations and/or fundraisers will be considered by the Town Council for discounted or free rental. All renters should request for Rental Discount Form attached to this document. Requests will be considered based on organization type, event type, and/or other factors as the Council sees fit.

Staffing at Event

Liability

Renter agrees to indemnify, defend, and hold the Town of Ware Shoals, its building owners, officers, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to , the personal guarantee of provision, service, and dispensing of payment by renter, its employees. In the event the Town of Ware Shoals, its building owners, officers, and/or agents all reasonable attorney fees, court fees, and cost of suit incurred by the Town of Ware Shoals, including all collection expenses and interest due.

Additional terms:



Acknowledged, Agreed, and Authorized by Primary Contact/Renter:

Signature: _____ Date: _____

Name (printed): _____

Acknowledged, Agreed, and Authorized by the Town of Ware Shoals:

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Rental Start Time: _____ Rental End Time: _____

Date of Event: _____

Deposit Amount: \$ _____ Date Paid: _____

Please select desired rental: Pitts Park Senior Center West End Park
 Town Square Gazebo Parking Lot

Please select desired rental time: 4-hour block (x____)
 Additional hours (x____)
 Non- Profit (Discount/Free)

Total Rental Amount. \$ _____ Date Paid: _____



For office use only

Rental Approved Rental Denied

Approved by: _____ Date: _____

Notes:

