



INVOICE ID # \_\_\_\_\_

REFUND PO # \_\_\_\_\_

# TOWN OF CHAPIN

## COMMUNITY FACILITY RENTAL APPLICATION & AGREEMENT

The Town of Chapin reserves the right to deny this application for the use of the facility if it considers the proposed use unlawful, objectionable or inappropriate.

### Renter Information

Name of Renter (Individual or business name): \_\_\_\_\_

*If a company or business, point of contact name:* \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Driver License#: \_\_\_\_\_

*(We will send an email reminder approximately two weeks prior to your event to finalize all details)*

### Event Information

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ *(Must be at least 2 weeks prior to application submission date)*

Starting Time of Event: \_\_\_\_\_ End of Event Time: \_\_\_\_\_

Range of Estimated Guests: Max: \_\_\_\_\_ ( $\leq 250$ ) Minimum: \_\_\_\_\_

Do you need to use our PA system (microphones, projector, etc) Yes\*: \_\_\_\_\_ No: \_\_\_\_\_

*\*you will not be allowed to play music over our system*

Will Alcohol be served? (check one) Yes\*: \_\_\_\_\_ No: \_\_\_\_\_

\*If yes, only bottles or cans allowed. No kegs on the premises.

\*If yes, will a 3<sup>rd</sup> party bartending service be present? Yes / No

▪ (If yes, The Town will need a copy of their ABC license) **Received? Yes / No**

\*If yes, you are hereby required to hire a Chapin Police Department Officer to act as security for your event and are subject to the fines and regulations associated with this stipulation as found on page 4.

*\*If alcohol is being served, Applicant must obtain special event insurance in an amount no less than One Million Dollars prior to event and provide certificate of insurance to the Town of Chapin two weeks prior to event with the TOWN OF CHAPIN BEING SHOWN AS AN ADDITIONAL INSURED.*

You will be given the three hours immediately preceding your event time for set up and two hours immediately after your event time for clean up at no additional cost.

***If you desire more time to set up or clean up, an additional \$35.00 per hour cost will be accrued.***

# Agreement

Should the Applicant or anyone become killed or hurt on said premises due to the action(s) or inaction(s) of the Applicant or any invitee or guest, the Town of Chapin shall not be liable for such death or injury unless such death or injury is proximately caused by the gross negligence of the Town of Chapin. Should any action be brought against the Town of Chapin as a result of such death or injury, the Applicant hereby agrees to hold the Town harmless from any and all damages, including attorney fees and costs.

Signature of Renter/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Witness Print Name: \_\_\_\_\_

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Upon acceptance of this application by the Town of Chapin, delivery thereof to the Applicant, the receipt of half the rental fee and the deposit of **\$200.00**, the terms hereof shall become enforceable.

## **In consideration of the foregoing, the parties agree to the following conditions:**

1. Applicant agrees to leave facility in same condition as it was found.
2. The Applicant must clear all tables of debris, pick up all trash, remove decorations, and dispose of all food and trash in the dumpster located at the left rear side of building.  
**Initial:** \_\_\_\_\_
3. No beer kegs of any kind are allowed (bottles or canned beer ONLY).
4. No burning candles may be used.
5. No pyrotechnics, fireworks, bombs, powder, gas emitting devices, or any other incendiary devices may be used inside the facility or on the surrounding grounds.
6. No propane gas tanks.
7. No confetti, birdseed, silly string or glitter may be used.
8. If spills, food droppings or other similar incidents (e.g., illness) occur, please clean it up immediately. Do NOT wait until the end of the event. Any major incidents that cannot be resolved easily and fully, or leaves evidence behind should be reported immediately.
  - a. **Initial:** \_\_\_\_\_
9. Kitchen: Remove all food and drink from the facility at the end of your event. While every effort is made to ensure that appliances are fully operational and available, circumstances may arise where they may not be. Only experienced persons should attempt to use these appliances. If you are unsure how to use them properly, refrain from usage until receiving appropriate instruction. If you use the appliances, it is your responsibility to turn them completely off at the end of the night. *Check the stove burners to ensure they are completely turned off.*
  - a. **Initial:** \_\_\_\_\_
10. All tables must be covered.
11. No illegal drugs, gambling, or illegal activities if any kind are permitted on the premises at any time, including the parking lot. The Town of Chapin reserves the right to report any illegal behavior to the proper authorities with or without advance notice to Applicant.

12. No decorations, signs, banners, flyers or other materials may be placed on the walls or ceilings. Table decorations, balloons and free-standing displays are permitted.
13. Smoking inside the facility is strictly prohibited.
14. No animals or pets other than service animals for the handicapped are permitted.
15. No removal of tables, chairs, furniture or other equipment is allowed. Do not touch, move or displace the Metal Detector located in the hallway next to the Courtroom.
16. No concealed weapons are allowed.
17. If renting equipment, i.e., popcorn or snow cone machines, the equipment must be removed immediately after event.
18. If using a caterer, the caterer must remove all equipment immediately after the event.
19. Heating and A/C must be set back to original settings (68° heat, 74° A/C)
20. Table and chair set-up diagram must be submitted 2 weeks prior to the event along with the remaining balance of your rental.

*Town staff will be responsible for set-up and break-down of tables and chairs.*

21. All vendors and caterers must have a current Town of Chapin Business License. For information on obtaining a business license, please call (803) 345-2444.
22. In case of inclement weather, Chapin Town Hall has the right to cancel/reschedule the event.
23. In the event any Applicant encounters any situations or circumstances not specifically covered in this document, please report to 803-807-1252 (Bri Eargle).
24. Applicant should inspect facility upon arrival and report any problems to personnel prior to the beginning of your event. To report call the number listed under item 22.

*(Failure to report these issues **prior** to your event results in the forfeiture of the renter's right to argue the withholding of their deposit for damages, spills, or trash)*

**Initial:** \_\_\_\_\_

25. The premises must be vacated by: \_\_\_\_\_ *(Town will decide this time)*

**Initial:** \_\_\_\_\_

26. The Chapin Police Department is attached to Town Hall, and should your event cause undue disruption to the execution of their duties, the Chapin Police Department reserves the right to immediately end the event and clear the premises. *(Should this occur, a member of Town Hall Administration will be in contact with the renter within 5-7 business days)*

**Initial:** \_\_\_\_\_

***Failure to comply with any part the aforementioned conditions may result in the Town of Chapin withholding the security deposit (partially or in full), further civil penalties, and/or may result in the denial of future application submissions.***

**I understand the agreement conditions and know that should I, or any attendee of this event, violate these conditions, the Town of Chapin has the right to withhold my deposit, whether partially or in full.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town of Chapin Representative:** \_\_\_\_\_

# Security Requirement

*If you have elected to have alcohol present at your event, this page applies to you.*

**A Chapin Police Officer must be hired to act as security for your event. They will be present throughout your event and will complete a post-event walk through with the agreement holder before both parties vacate the premises.**

**This will be for \$65 an hour with a minimum of 3 hours.**

During your party, the Chapin Police Officer has the right to:

- Observe your party, to include all activities inside and on the surrounding grounds
- Bring issues to your attention and see that they be resolved
- End the party should any direct violation of the agreement be found
- Relay any relative information back to Administration for appropriate action should it be necessary

At the end of the night, the Chapin Police Officer will do a walk-through of the building with the agreement holder themselves, and reserve the right to request further action be taken in terms of clean up, etc. These requests will be documented and the officer and the renter will sign the document. Both leaving with a copy.

Should the requests for further action not be fulfilled, and the community room is left in undesirable conditions, the renter is at risk for the rental deposit being withheld, whether in-part or in its entirety. **Initial:** \_\_\_\_\_

If the agreement holder does not stay for the end of the night walk through with the officer, they are forfeiting their right to contest the conditions of the rental space and adjoining areas should they be found in undesirable conditions. **Initial:** \_\_\_\_\_

The Officer will come to the renter approximately 1 hour past the party's event ending time (as indicated on the agreement) to execute the walk through, please ensure that you make yourself available for this. **Initial:** \_\_\_\_\_

The Clerk of Court will be in contact with you about your assigned Officer's information and explain how payment is to be made. **Payment must be received 2 weeks prior to your event.**

*By signing below, you are indicating that you understand these terms and are agreeing to complete the end of event walk-through with our Officer.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*if you are having alcohol, but feel as though you may be exempt to this rule, you may submit an exemption request. Town Administration will review and be in contact.*

**Weekday Rate Schedule**

*(Monday at 9am through Friday at 5pm)*

9am - 5pm	\$ 45.00	per hour
9am - 12pm	\$ 110.00	total (Morning half-day)
12pm - 5pm	\$ 155.00	total (Afternoon half-day)
9am-5pm	\$ 200.00	total (full Business Day)
5pm - 10pm	\$ 55.00	per hour

**Weekend Rate Schedule**

*(After 5 on Friday through Sunday at Midnight)*

Business Meeting	\$ 65.00	per hour
Reception/Banquet	\$ 65.00	per hour

- \*\* *If food or beverages are being served, an additional \$85.00 cleaning fee will be attached.*
  - \*\* *If you desire more than 3 hours immediately preceding your event time to set up or require more than 2 hours after your event time to clean up, an additional \$35.00 per hour cost will be assessed.*
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*I understand that if I fail to provide the Town with any or all of the requirements that are due two weeks prior to my rental, that my rental reservation will be terminated, refunded, and barred from being reactivated. I further acknowledge that it is my duty to get this information to the Town in a timely manner.*

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If additional hours have been paid for, please notate here along with additional door times if applicable: