



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.

Name of Renter (Individual or Company)
("Applicant"): _____

Address: _____

City/State/Zip: _____

Phone: _____ Work Phone: _____ Cell: _____

Email: _____

Date of Event: _____ Type of event: _____

Number of Guests: _____ Will alcohol be served? * Yes ___ No ___
(Max. Number of Guests = _____)

Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Rental Fee: Reception/Banquet: \$ _____
 Business Meeting: \$ _____
 Cleaning Fee/Setup: \$ _____
 Table cloth rental: \$ _____
 Security Deposit: \$ _____

TOTAL CHARGES: \$ _____

LESS DEPOSIT (1/2 of rental + \$200 security deposit) \$ _____

BALANCE DUE (2 weeks prior) \$ _____

***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. Such insurance is available through www.rvnuccio.com or local insurance agents.**

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.

Upon acceptance of this application by the Town of Chapin, delivery thereof to the Applicant and receipt of the deposit of \$ _____, the terms hereof shall become an enforceable rental agreement.

Return Application/Agreement to:

**Chapin Town Hall
PO Box 183, Chapin, SC 29036**

In consideration of the foregoing, the parties agree as follows:

1. Applicant agrees to leave facility in same condition as it was found. 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 hand side, rear of building. (Otherwise, the security deposit is non-refundable if NOT satisfied with above.)
2. No beer kegs of any kind are allowed (bottles or canned beer ONLY).
3. No burning candles may be used.
4. No propane gas tanks.
5. No confetti, birdseed, silly string or glitter may be used.
6. If spills, food droppings or other similar incidents (e.g. illness) occur, please clean it up immediately. Please 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. Failure to do so shall result in the Lessee being held financially responsible for its remedy after the fact.
7. Regarding the kitchen area: Remove all food and drink from the facility at the end of your event. While every effort is made to insure 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.
8. Items such as napkins, paper towels, serving equipment/utensils, table covers are available for use if desired, all tables must be covered.
9. No illegal drugs, gambling, or illegal activities of 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.
10. 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.
11. Smoking inside the facility is prohibited.
12. No animals or pets other than service animals for the handicapped are permitted.
13. 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.
14. The premises must be vacated by _____.
15. No concealed weapons are allowed.
16. If renting equipment, i.e. popcorn or snow cone machines, the equipment must be removed immediately after event.
17. If using a caterer, the caterer must remove all equipment immediately after the event.
18. Heating and A/C must be set back to original settings (68°heat, 74° A/C). Failure to do so shall result in the forfeiture of the security deposit.
19. Applicant should inspect facility upon arrival and report any problems to personnel on site.
20. Table and chair set-up diagram must be submitted at least 10 days in advance of event. 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 the 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 contact personnel on site or call:

RATE SCHEDULE

Monday through Friday

9am to 5pm	\$45.00 per hour **
9am to 12am	\$110.00 ½ day \$200.00 all day (business hours) Plus cleaning fee, if applicable (all or partial)
5pm to 10pm	
Business Meeting only	\$55.00 per hour ** Plus cleaning fee, if applicable (all or partial)
Reception (Mon –Thurs)	\$50.00 per hour during event** \$35.00 per hour for set up/break down Plus cleaning fee, \$50/hr. 2 hr. minimum
(Evening)	

Weekends (Friday evening through Sunday evening)

Reception	\$65.00 per hour during the event** \$35.00 per hour for set up/break down Plus cleaning fee, \$50/hr. 2 hr. minimum
Business Meeting only	\$65.00 per hour ** Plus cleaning fee, if applicable (all or partial)
Linen rental	\$20 per table or you can bring your own linens
Security deposit	\$200 (refundable after the event if facility is left in appropriate condition)

**Prices subject to change.

Applicant (print and sign name): _____

Town of Chapin (Town of Chapin Rep.): _____