

Rental Agreement Number: \_\_\_\_\_

Please pick up the code to lockbox during regular business hours of 9 to 4 pm on the Thursday before your weekend event.

### WINTERVILLE CENTER RENTAL APPLICATION

**Rental/Deposit Fees:**  Room 101 & 102 (\$150/\$100 cash)  Room 103 **OR**  Room 104 (\$75/\$100 cash ea.)  
 Room 101 only (\$100/\$100) **OR**  Room 102 only (\$100/\$100)  All Rooms (\$200/\$100)

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ # of Guests \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Activity/Event: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Key # \_\_\_\_\_ or Code # \_\_\_\_\_

Use of: A/V equipment Yes No (\$50 extra fee) Tablecloths Yes No (\$25 extra fee)

The City of Winterville agrees to allow the above named Renting Party to use the above named Facility/Structure with the understanding by both parties of the following:

1. Renter agrees to pay all applicable fees and deposits as set forth above. Renter understands that all fees must be paid in full at time of reservation as confirmation of your rental. Fees may be paid in cash, by check, or credit card. Rental agreement serves as receipt. There will be a \$25 service charge for returned checks.
2. Renter agrees to prohibit the conduct of illegal activities on the rented premises during the period of this agreement. Renter further agrees to maintain orderly conduct and promote proper and lawful use of the facility/property and abide by applicable Ordinances as set forth by the government of the City of Winterville. Failure on behalf of the Renter to abide by the laws of the State of Georgia and the Ordinances of the City of Winterville may result in this Agreement being voided immediately and the Renter being required to leave the premises upon immediate notice by the City of Winterville.
3. The Renter agrees to pay for all repairs resulting from any damage to the premises during this agreement period.
4. The Renter agrees to return the Facility and surroundings to the state of cleanliness and order as when first occupied by the Renter.
5. Renter agrees to indemnify, protect and hold harmless the City of Winterville, its officers, officials, employees, agents and servants from any and all claims, demands actions, suits, damages, loss and expense of whatever kind of nature to any person or to any property arising out of or in connection with the Agreement herein for the utilization of aid facility and to pay for any costs associated with the above resulting from the use of the Facility by the Renter.
6. No alcoholic beverages are allowed on the premises of the City of Winterville.
7. No open fires/grills will be permitted in any structure or within 15ft of a structure.
8. No tobacco products are allowed in any city building.
9. Reservations may be canceled by noon 7 days prior to rental date without penalty.
10. Set-up and clean-up must be done during you contracted rental time.
11. Limited equipment is available for your use (See list)
12. Renters **may not** enter premises prior to agreed rental period to avoid risk of deposit forfeiture.

**I have read, understood and agree to the terms and conditions set forth above. Failure to observe all rules stated above may jeopardize refund of deposit.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Rental Paid \$ \_\_\_\_\_  Check # \_\_\_\_\_  Cash  Credit Card Rcvd By \_\_\_\_\_

Deposit Paid \$ \_\_\_\_\_  Check # \_\_\_\_\_  Cash  Credit Card Deposit return date: \_\_\_\_\_

FACILITY CHECKED AND APPROVE FOR RETURN OF DEPOSIT by: \_\_\_\_\_

FACILITY WAS LEFT UNACCEPTABLE - RENTER MUST SPEAK WITH EXECUTIVE DIRECTOR

**WINTERVILLE CENTER FOR COMMUNITY & CULTURE**

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