



TOWN OF DRAKES BRANCH PAVILION POLICIES AND PROCEDURES

This Rental Agreement/Release of Liability made this ____ day of _____, 20____, by and between the Town of Drakes Branch (herein known as "Lessor") and _____ (herein known as "Lessee"); for the Pavilion (herein know as premises).

- The Lessee agrees to the Terms for the Pavilion as attached. The Lessee understands that violation of the Terms may result in a forfeiture of the deposit and additional charges may be billed if deposit is not sufficient to cover damages/fees.
- Lessee must pay a deposit of **\$50.00** when reservation form is submitted. Deposit will be returned to Lessee within 30 days after the event if no damages/fees are incurred.
- The Lessee further agrees to release The Town of Drakes Branch and its representatives from any injury to Lessee and/or guests that may occur during the use of the Premises.

FEES

Town Citizens/Property Owners Rental Fee, maximum 6 hour time slot..... **\$75.00**
\$15.00 per hour for every hour after 6 hours, can only be rented in full 1-hour increments.
 Out of Town Lessee Rental Fee, maximum 6 hour time slot..... **\$150.00**
\$30.00 per hour for every hour after 6 hours, can only be rented in full 1-hour increments.

ADD AN ADDITONAL \$10.00 TO RENTAL FEE IF THE USE OF WATER AND/OR LIGHTS IS REQUESTED

EVENT _____ DATE: _____

START TIME: _____ END TIME: _____ # OF ATTENDEES: _____

LESSEE SIGNATURE

LESSEE PRINTED NAME

LESSEE COMPLETE MAILING ADDRESS

LESSE PHONE NUMBER

LESSEE EMAIL ADDRESS

----- OFFICE USE ONLY BELOW THIS LINE -----

RECEIVED BY / DATE

\$ _____ **TOTAL RENTAL FEE DUE**

DEPOSIT RCVD. BY _____ DATE _____

DATE DEPOSIT RETURNED _____

AMOUNT RETURNED _____



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Request for use of the Town of Drakes Branch Pavilion use shall be in writing prior to the monthly meeting of the Town Council. The request must detail the date(s), time (to include set-up, the event and clean-up). You will be notified by email/phone call if approved.

The Town of Drakes Branch encourages the use of our facilities for your gatherings. We hope that you find our facility clean and a good fit for your gathering. If you find a problem, we ask that you please let us know. In order that we continue to provide quality service to our community the following policies must be followed:

- No alcoholic beverages or drugs are allowed on the premises.
- Rental fees are based on 6-hour maximum time slot, there is an hourly fee after the first 6 hours. Time slots to include event set-up and clean-up.
- Pick-up, bag, tie and remove from premises, all trash from your event.
- If used, make sure lights and water are cut off.
- Park in designated parking areas only- cannot block streets.
- No loud music or other noises that would create disturbance to neighbors.
- All events must be over, cleaned up and vacated by 10pm.
- **Lessee must be present during the entire event.**

By signing this agreement, I agree to abide by the above Policies and Procedures, and accept the responsibility for any damages that occur during use of this facility.

Key Number: _____ I certify that I received this key from Town Clerk _____.
Lessee Initial here

I understand that I will not give or lend this key (s) to anyone or have it/them reproduced. I also understand I will return the key(s) if applicable, to the town immediately after my event.

Lessee Signature

Date