

**ROTARY CIVIC CENTER**

P.O. BOX 1815~SWANSBORO, NC 28584~(910) 326-6175

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the ROTARY CIVIC CENTER, by its Civic Center Director, and \_\_\_\_\_.

- Front Room
- Middle Room
- Back Room
- Kitchen

DAY OF THE WEEK: \_\_\_\_\_

This contract is with the understanding that the Occupant shall have the right of ingress and egress through the halls and corridors of such building, but acquires hereby no other right to any other part of the building than part specified. Occupant shall not assign, sublet, or otherwise transfer his interest in this contract, or any part thereof.

The price includes: \_\_\_\_\_

**1. USAGE DATE AND TIME**

For the purpose of Occupant's event(s), use of space shall begin at **10:00am** on \_\_\_\_\_ and shall end at **11:59 PM** on \_\_\_\_\_. If Occupant remains on premises after specified move-out time, an additional surcharge of \$250.00 per hour shall be required.

**2. DESCRIPTION OF EVENT:**

**TYPE OF EVENT:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CONTACT AND RESPONSIBLE PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Kitchen Usage:** The Swansboro Rotary Foundation, Inc. is NOT liable for any sickness, illness, food poisoning, etc that occurs during an event where a caterer or individual is using the Rotary Civic Center kitchen facilities. The kitchen is to be left in a clean and neat fashion upon leaving the premises. Please refer to The Civic Center Policies for additional information.

DEPOSIT – An initial deposit of **50%** will be REQUIRED in order to schedule your event. \_\_\_\_\_ This deposit will be included in the entire usage rate of \_\_\_\_\_ for the area requested. The deposit is not refundable.

**Full payment is required 90 days prior to the possession date.**

**Any event cancelled fewer than 90 days prior to the event will not be refunded any money. For cancellations prior to the 90th day, funds received will be refunded, less your deposit.**

I have read and understand the deposit Policy: Initial : \_\_\_\_\_

Do you plan to allow alcoholic beverages to be consumed at your function?

Please check type:

Non-Ticketed Event

Beer

Ticketed Event

Liquor

Wine

Brown Bagging

**NOTE:** Because I am requesting permission to use alcohol during my function, I have received an explanation for alcohol usage at the Rotary Civic Center. I agree to provide the director with a copy of the alcohol use permit prior to the event.      \*Initial \_\_\_\_\_

**IN WITNESS WHEREOF DIRECTOR AND OCCUPANT** has executed this agreement.

BY: \_\_\_\_\_      \_\_\_\_\_  
Signature of client      Date

BY: \_\_\_\_\_      \_\_\_\_\_  
Foundation Board Member or      Date  
Director, Rotary Civic Center

\_\_\_\_\_

\_\_\_\_\_

## Building Usage Guidelines

- 1) All food items that are brought in must be removed from the refrigerator and/or walk-in cooler. Any items left will be thrown away.
- 2) Kitchen floor must be swept and mopped.
- 3) The stove and grill must be cleaned.
- 4) Sinks must be left empty, clean, and dry.
- 5) All trash must be removed from building and put in the dumpster out back. (NOT the green or blue trash cans.)
- 6) Steamer and microwave must be wiped out and left clean.
- 7) Coffee and tea makers must be washed out and left clean.
- 8) If you use the grill, you must empty the tray to the right of the grill.
- 9) Any items you brought in must be removed when you leave.
- 10) We do not provide extension cords, linens, tableware, or any decorations.
- 11) The furniture in the lobby must be in the same place as when you arrived. If you move the furniture for your event and it is not returned to its proper place, you will be billed for additional clean up.
- 12) The use of pyrotechnics (including but not limited to sparklers and fireworks) are not allowed on the grounds or inside the Rotary Civic Center. A minimum fine of \$650 will be imposed if pyrotechnics are used onsite.

Please sign here \_\_\_\_\_.

Your signature acknowledges that you have read and understand the above guidelines. If any of the above guidelines are not met, damage costs may be assessed.