

# CONTRACT FOR RENTAL OF THE ALICE WATTS TUTTLE COMMUNITY CENTER TOBACCOVILLE, NC

1) Rental reservations for the Alice Watts Tuttle Community Center (the "Community Center") must be made at least seven (7) days in advance. Reservations are limited to one (1) per day.

2) The Community Center may be reserved on the following days and times:

Monday through Saturday	7 a.m. until 11 p.m.
Sunday	1 p.m. until 11 p.m.

Reservations will not be accepted on national holidays and other days, to be determined in the absolute and sole discretion of the Village of Tobacoville (the "Village").

3) The minimum rental time is two (2) hours and the following hourly fees (the "Hourly Fees") are:

	<u>RESIDENT FEES</u>
Main Meeting Room	\$35 per hour
Conference Room A	\$25 per hour
Conference Room B	\$25 per hour
Kitchen	\$30 flat fee
Entire Building	\$60 per hour

Each location is herein individually referred to as a "Rental Area", or collectively the "Rental Areas". Once a reservation is confirmed, the Hourly Fees shall become non-refundable. Changes to the reservation date and/or time must be made at least seven (7) days in advance and is subject to availability.

4) To confirm the reservation of a Rental Area, all Hourly Fees plus a security deposit of **ONE HUNDRED and NO/100 Dollars (\$100.00)** (the "Security Deposit") are due **in full**. The Security Deposit is refundable on the next business day after the expiration of this contract if all terms and conditions, as set forth herein, are met and all rules of the Community Center and the Village Park (the "Park") are honored.

5) Persons failing to comply with the rules of the Community Center and the Park rules, as set forth by the Village Council, shall be removed from the Rental Area, shall not receive a refund of the Security Deposit and/or the Hourly Fees, and may be denied future use of the Community Center.

6) The Rental Area within the Community Center must be restored back to its original condition and shall be vacated by the end of the reserved time period in accordance with the Clean-Up Responsibilities attached. Further, none of the Village's portraits or photographs may be removed from the walls of the Rental Area.

7) Alcoholic beverages and pets shall be **prohibited** within all Rental Areas within the Community Center.

**DATE OF RESERVATION:** \_\_\_\_\_

**TIME OF RESERVATION:** **From:** \_\_\_\_\_ **to** \_\_\_\_\_

**TOTAL HOURS RENTED:** \_\_\_\_\_

**Main Meeting Room**      Resident Fees  
 \$35 per hour \_\_\_\_\_

**Conference Room A**       \$25 per hour \_\_\_\_\_

**Conference Room B**       \$25 per hour \_\_\_\_\_

**Kitchen**       \$30 flat fee \_\_\_\_\_

**Entire Building**       \$60 per hour \_\_\_\_\_

**SECURITY DEPOSIT**      100.00

**TOTAL FUNDS COLLECTED**      \$ \_\_\_\_\_

*My signature verifies that I am responsible for the group contracting to rent the area(s) specified and my signature verifies that I have read and fully understand this contract. My signature verifies that I agree to abide by the rules of the contract and all rules posted in the Community Center and the Park. I understand that I will receive a refund of the security deposit if all the terms of the contract are met and all Park rules are honored. I understand that failure to abide by the rules of the Community Center and the Park could result in suspension from the Community Center and Park or arrest, if warranted.*

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Village Employee Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Home Phone #**      **Cell Phone #**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Type of Event**

\_\_\_\_\_  
**Number of People Attending Event**

# **ALICE WATTS TUTTLE COMMUNITY CENTER**

## **CLEAN-UP RESPONSIBILITIES**

- 1) Before the end of the reserved time, straighten and clean up the Rental Area.
- 2) Please wipe off all chairs and tables used during the reservation with a damp cloth.
- 3) Place chairs on tables and sweep the floor. Brooms may be obtained from Village employee on duty. Please leave chairs on tables.
- 4) Leave the room in the original set-up.
- 5) Clean up spills and soiled areas with a wet mop as soon as they occur. Mops may be obtained from the Village employee on duty.
- 6) Clean up and wipe off the kitchen counter, sinks, and appliances.
- 7) Please do not dispose of grease and food in the sink.
- 8) Dispose of all trash in the trash cans located outside the kitchen door. Trash bags are provided by the Village. Additional bags are located in the kitchen drawer near the kitchen trash can.
- 9) Remove all food items and ice from the refrigerator and the kitchen.
- 10) Nothing is to be affixed to the walls, ceilings, or floors.
- 11) Report malfunctions of equipment immediately to the Village employee on duty.
- 12) Subject to compliance with rules of the Community Center and the provisions of this Agreement, the clean-up should be completed to the satisfaction of the Village employee on duty in order to receive refund of deposit.
- 13) Personal gas grills or any type or size of cooker may not be brought in or used on Village property.

“Specifics”  
ALICE WATTS TUTTLE COMMUNITY CENTER

Street Address: 4225 Tobaccoville Road, Tobaccoville, NC 27050  
Telephone Number: (336) 983-0115

Directions: From Hwy. 52 North, take Exit #123 (King/Tobaccoville Exit); turn left at the top of the ramp. Travel 1.7 miles to the four-way flashing stop intersection. Turn right on Tobaccoville Road. The Community Center is on the right just past the main entrance to the *Village Park*.

Entire building - 6,200 square feet

Maximum number of people allowed in entire building, per Forsyth County Fire Marshall is 309.

<u>Main Room</u>	60' x 30'	Seats 160 people in chairs auditorium-style Seats 96 people at 12 round tables Seats 120 people at 20 rectangular tables
<u>Conference Room A</u>	18' x 25'	Will accommodate 2 round tables with 16 chairs or 6 rectangular tables with 36 chairs
<u>Conference Room B</u>	18' x 24'	Adjoins kitchen & will accommodate 2 round tables with 16 chairs or 6 rectangular tables with 36 chairs (slightly smaller than Conf. A)

Tables Specifics: 6' round tables (6' diameter); will seat 8 (we have 18 tables)  
uses 82" tablecloths

6' rectangular tables (30"x72"); will seat 6 (we have 26 tables)

Kitchen: side-by-side refrigerator/freezer  
stove with oven for heating food **ONLY**  
single sink  
microwave  
there is not an icemaker on the premises

Please note: no utensils, dishes or condiments provided  
paper towels and garbage bags are provide  
brooms and mops available from attendant

Village of Tobaccoville portraits and photographs may not be removed from the walls.