

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 fourteen (14) 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 9 p.m.
Sunday	1 p.m. until 9 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 Tobaccoville (the “Village”).

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

	<u>NON-RESIDENT FEES</u>
Main Meeting Room	\$55 per hour
Conference Room A	\$35 per hour
Conference Room B	\$35 per hour
Kitchen, with rental of adjacent room	\$60 flat fee
Entire Building	\$120 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. Hours rented must include set-up and clean-up time.

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 at time of reservation**. 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 and the Village Park (the “Park”) are honored. Failure to properly clean the facility and/or failure to vacate the facility by the end time of the rental will forfeiture the Security Deposit.

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 Village property, shall not receive a refund of the Security Deposit and/or the Hourly Fees, and may be denied future use of Village facilities.

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.

8) Responsible party **MUST** remain in the building **at ALL TIMES during the rental**.

DATE OF RESERVATION: _____

TIME OF RESERVATION:

From: _____ **to** _____

NUMBER OF HOURS RENTED: _____

	<u>Non-Resident Fees</u>	
Main Meeting Room	☐ \$55 per hour	_____
Conference Room A	☐ \$35 per hour	_____
Conference Room B	☐ \$35 per hour	_____
Kitchen	☐ \$60 flat fee	_____
Entire Building	☐ \$120 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. My signature verifies that I will remain in the building for the duration of the rental time listed above.

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

Amended September 2026

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. Mop all floors in areas rented, including restrooms.
- 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. Mop and bucket are provided for use from the Village employee on duty during the rental to clean up spills and to mop floors before rental ends.
- 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.
- 14) No confetti, makers, paint, chalk paint, etc. are allowed. Please comply with all facility and park rules.

“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*.

6,200 square feet entire building

Maximum number of people allowed in entire building, per Forsyth County Fire Marshall is 309, subject to applicable federal, state, and local laws and regulations.

<u>Main Room</u>	60' x 30'	Seats 160 people in chairs auditorium-style
	(*ideal setup)	Seats 96 people at 12 round tables
	(*ideal setup)	Seats 120 people at 20 rect. tables

<u>Conference Room A</u>	18' x 25'	Front room; *ideal setup(s): 2 round tables with 16 chairs or 6 rectangular tables with 36 chairs
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<u>Conference Room B</u>	18' x 24'	Rear room; adjoins kitchen; *ideal setup(s): 2 round tables with 16 chairs or 6 rectangular tables with 36 chairs (tight fit)
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Tables	6' round tables (6' diameter); will seat 8 (we have 18 tables) Uses 82" tablecloths
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	6' rectangular tables (30"x72"); will seat 6 (we have 26 tables)
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Kitchen	refrigerator with icemaker stove with oven for heating food ONLY single sink
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Please note:	<u>no</u> utensils, dishes or condiments provided paper towels and garbage bags are <u>provided</u> brooms and mops available from attendant
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Village of Tobaccoville portraits and photographs may not be removed from the wall.