

# WARREN COUNTY SENIOR CENTER CAFETERIA RENTAL AGREEMENT

Warren County Manager's Office

P.O. Box 619

Warrenton, NC 27589

252-257-3115 (P)

Office Use Only	
Beginning Balance	_____
Deposit	_____
Remaining Balance	_____
Payment 1	_____
Payment 2	_____
Payment 3	_____
Date & Balance Paid in full	_____

Name of Applicant(s): \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Website: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Event: Give a brief description of the event, including whether or not you will charge admission or require attendees to purchase a ticket in advance.

\_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Arrival Time: (For set-up/decorating) \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: \_\_\_\_\_ Building must be cleaned and vacated no later than 1:00a.m.

NOTICE: No alcohol shall be consumed or sold on the premises during the scheduled event. Anyone who violates this policy will forfeit future rental privileges at this facility.

**Please initial at each blank to indicate that you have read and understand the Rental Agreement terms.**

### **Securing a Reservation**

\_\_\_\_\_ To secure a reservation, the applicant must be at least 21 years of age. Representatives leasing the facility on behalf of an organization must provide proof of authorization to lease in the organization's name. This proof can be a letter on organizational letterhead appointing said person as the representative and signed by the official holding the highest-level seat in the organization. The person who signs the rental agreement will be considered the "Responsible Party" for the event.

\_\_\_\_\_ A reservation deposit of ½ of the total rental fee is expected at the time the Rental Agreement is filed. This deposit is non-refundable and will be used toward the total Rental Fee for the event if the application is approved.

\_\_\_\_\_ Applicants for each event are required to pay a non-refundable Cleaning/Damage Fee. (Please see Rental Fees & Cleaning/Damage Fee Schedule for the amount of the Cleaning/Damage Fee.) The Warren County Maintenance Department will complete an inspection report at the conclusion of the event. A copy of the inspection report will be provided to the applicant. The applicant is responsible for the actual cost of repair or replacement of any property damaged during the time of rental. In addition, causing damage to the property may further result in suspension of your right to lease the facility in the future. Using the facility in any manner inconsistent with the Rules and Regulations set forth in the Rental Agreement will result in a forfeiture of future use of the facility.

\_\_\_\_\_ The key to the facility may be picked up from the Sheriff's Office on the scheduled day of your event. Renter must return the key to the Sheriff's Office once the building has been secured immediately following the event. Unless prior arrangements have been made with the Warren County Senior Center, failure of the renter to return the key to the Sheriff's Office on the date of the event could result in a fine of \$25.00 per day until the key is returned. If the renter fails to return the key within 5 days of the event, the locks will be changed and the renter will be responsible for any fines and costs associated with changing the locks.

## **Facility Use Rules and Regulations**

Please initial at each blank to indicate that you have read and understand Rental Agreement terms.

1. In order to secure a reservation, the applicant must be at least 21 years of age. \_\_\_\_\_
2. No reservation will be confirmed until the executed Rental Agreement is on file and the Reservation Deposit (at least ½ of the rent amount) has been received. If application is approved, the Reservation Deposit is non-refundable and will be applied to the Rental Fee. \_\_\_\_\_
3. The applicant is charged with the duty of supervising the activities at the facility. The applicant is also charged with the duty of ensuring that all attendees abide by the Rules and Regulations set forth in this Rental Agreement. \_\_\_\_\_
4. The applicant and his/her agents must comply with and abide by all laws and ordinances, including Federal, State, County, and Municipal, which may apply to the use of this facility. \_\_\_\_\_
5. The applicant will not sublease or assign the use of the facility to any other person or organization. Any sublease or assignment made will be invalid and will result in the forfeiture of the right to use the facility in the future as well as the forfeiture of all deposits. \_\_\_\_\_
6. The applicant will be held liable for any damages or losses inside or outside the facility. You will be billed for any damages not covered by the Cleaning/Damage Fee; such bill must be paid within 30 days to avoid legal action. \_\_\_\_\_
7. The Cleaning/Damage Fee must be paid no less than 2 weeks prior to the event.  
\_\_\_\_\_
8. The balance of the rental fee must be paid no less than 1 week prior to the event. \_\_\_\_\_
9. No decorations are to be taped, nailed, pinned, or stapled to the walls or furnishings of the facility. \_\_\_\_\_
10. No tables, chairs or other furnishings are to be propped against the sheetrock walls of the facility. \_\_\_\_\_

11. The facility must be left in the same condition as it was found. This includes returning tables, chairs, and other furnishings to the locations they were in prior to the start of your event. \_\_\_\_\_
12. No equipment can be used that dispenses smoke – whether synthetic or real. \_\_\_\_\_
13. Use of candles is allowed on cakes; however, candles as decorations must be either floating, or contained within a hurricane globe or other protective barrier. \_\_\_\_\_
14. Smoking is prohibited in all County-owned/leased buildings. Any evidence of smoking inside this facility may result in a fine of \$250.00 as well as forfeiture of your Cleaning/Damage Fee. \_\_\_\_\_
15. Firearms are prohibited on all County-owned/leased property. Possession of a firearm by the applicant or anyone on the premises during the time the facility is rented could result in the cancellation of the event and forfeiture of rental fees and cleaning/damage fee. \_\_\_\_\_
16. Fires and pyrotechnics are prohibited on the grounds and within the facility. \_\_\_\_\_

**Security**

17. Security is required for all events. Security will be provided by the Warren County Sheriff's Office. The number of Officers required for each event will be determined by the Warren County Sheriff's Office based on the expected number of attendees and the type of event being held. The applicant is responsible for the cost of security at a rate of \$150.00 per Officer for the first five hours and \$30.00 per hour per Officer for each additional hour. Applicant must contact the Warren County Sheriff's Office at 252-257-3364 to arrange for security at least 15 days before the date of the event. The keys to the Senior Center Dining Hall will not be released to a renter unless the Sheriff's Office confirms that proper arrangements have been made for Security. \_\_\_\_\_
28. If at any time during the event the Officer/Officers on duty witness any criminal or malicious acts, the Officer/Officers on duty reserve the right to close down the event. \_\_\_\_\_

**Liability**

30. The person or organization to which a Rental Agreement is issued shall be liable for any loss, damage, or injury sustained by any person(s) during the time the facility is leased. \_\_\_\_\_

31. Occupancy beyond the posted capacity is prohibited. The applicant is responsible for fire code compliance. \_\_\_\_\_
32. Neither Warren County, the County Manager, Warren County Senior Center, the Warren County Board of Commissioners, Warren County Schools, Warren County Board of Education, or any Warren County personnel assumes responsibility for loss or damage to any property placed on the premises by the renter or their associates, nor for personal injury which may occur during the use of the facility. Furthermore, the County assumes no responsibility for items left by the applicant in or around the facility.  
\_\_\_\_\_
33. Parking for the facility is provided; however, Warren County assumes no responsibility for damage to vehicles or items stolen there from. \_\_\_\_\_

**Rules for Caterers**

37. The applicant must provide a copy of this agreement to any and all hired Caterers. \_\_\_\_\_
38. The applicant will be held responsible for seeing that caterers adhere to the Facility Use Rules and Regulations. \_\_\_\_\_
39. The applicant is responsible for Caterers' access to the facility. \_\_\_\_\_
40. Catering staff must be neat/clean in appearance and adhere to the Caterer's Code of Ethics. \_\_\_\_\_
41. Caterers must bring their own cleaning equipment and supplies. \_\_\_\_\_
42. Caterers are responsible for removing all trash from the kitchen area and any other areas in which food is served. \_\_\_\_\_
43. No food or drinks are to be left in the refrigerators at the facility. \_\_\_\_\_
44. All appliances are to be cleaned inside and out and left clean and turned off. \_\_\_\_\_
45. Upon completion of food service, Caterers should begin to load-out, remove equipment, food, etc. into vehicles. Caterers should complete clean-up before the end time listed in this agreement. \_\_\_\_\_

46. Floors in the kitchen and food service areas are to be swept and mopped and all trash is to be removed. \_\_\_\_\_

**Before Vacating the Facility**

47. All decorations, food, equipment, and other personal effects must be removed by the end time on this agreement unless satisfactory arrangements have been made prior to the event. \_\_\_\_\_

48. All trash must be emptied from all trash receptacles, including those in the bathrooms, and carried off by the applicant. \_\_\_\_\_

49. If any damage occurs during an event, the applicant must notify a representative of the Warren County Senior Center immediately. If you are unable to notify someone at the time the damage occurs, you must do so no later than 9:00 a.m. on the next business day. Failure to give notification of damage will result in forfeiture of your right to use the facility in the future. \_\_\_\_\_

**Cancellation & Default**

50. The applicant forfeits all monies used to confirm a Rental Agreement if they fail to cancel more than 7 days in advance of the event date. \_\_\_\_\_

51. The applicant may forfeit all monies and use of the facility if the balance is not paid 2 weeks prior to the event. \_\_\_\_\_

52. The facility must be cleaned and vacated by 1:00am. \_\_\_\_\_

53. The Warren County Board of Commissioners, the Warren County Manager, and/or the director of the Warren County Senior Center reserve the right to cancel an approved request or revoke the right of the use of the Warren County Senior Center Dining Hall to any group or individual when: \_\_\_\_\_

a. Said group or individual has shown sufficient disregard for the Rules and Regulations set forth in this document.

b. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.

c. It is in the best interest of the Warren County Senior Center.

If the Warren County Board of Commissioners, Warren County Manager, or Warren County Senior Center Director cancels an approved request, the applicant forfeits monies paid for rental of the facility. \_\_\_\_\_

54. In cases of event cancellation or postponement due to inclement weather, or other situation(s) beyond our control, County Manager’s office will work with the applicant to secure the next available date for use of the facility. \_\_\_\_\_

55. Each event requires a new Rental Agreement. \_\_\_\_\_

It is the duty of the applicant to maintain order and decorum when using the facility, and to inform group members, affiliates, caterers, and guests of the Rules and Regulations of the Warren County Senior Center Dining Hall. Failure to comply with any or all of the Rules and Regulations could result in forfeiture of all monies paid for the rent of the facility and could also result in forfeiture of the right to rent the facility in the future.

By signing this agreement, applicant acknowledges that he/she has read and understands the terms set forth in this Rental Agreement, and that he/she assumes the role of “Responsible Party”.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Applicant/Responsible Party

\_\_\_\_\_  
Date

WARREN COUNTY  
\_\_\_\_\_  
Warren County Manager

\_\_\_\_\_  
Date

**A copy of the signed, approved Rental Agreement will be provided to the Applicant.**

## Checklist for Applicant

\_\_\_\_\_ Sign and File a Rental Agreement with the Warren County Manager's Office.

\_\_\_\_\_ Pay rental deposit (non-refundable to be applied to the Rental Fee) of at least ½ of the Rental Fee at the time the Rental Agreement is filed.

\_\_\_\_\_ At least 2 weeks prior to the event, pay Cleaning/Damage Deposit fee to Warren County Manager's Office.

\_\_\_\_\_ At least 1 week prior to event, pay the remaining balance of the Rental Fee to the Warren County Manager's Office.

\_\_\_\_\_ Provide Caterer with Facility Use Rules and Regulations.

\_\_\_\_\_ Arrange for Security with Warren County Sheriff's Department. Contact Lt. Woodard at 252-257-3364.

**NOTE: It is the responsibility of the applicant to adhere to the schedule set forth above or as required by this Rental Agreement. The Warren County Manager's Office will not contact applicant to remind of due dates of payments or other requirements under the terms of this agreement.**



# Cleaning/Vacating Checklist

This Checklist will be completed by Warren County Maintenance Department. A copy is being provided to you to assist in cleaning the facility.

- \_\_\_\_\_ Floors swept and mopped
- \_\_\_\_\_ Restrooms clean and trash emptied
- \_\_\_\_\_ Kitchen clean and all appliances off
- \_\_\_\_\_ Decorations/Personal items removed
- \_\_\_\_\_ Drinks & Food removed
- \_\_\_\_\_ Heating/Cooling units turned to \_\_\_\_\_
- \_\_\_\_\_ Tables wiped down
- \_\_\_\_\_ Doors and windows secured
- \_\_\_\_\_ Trash and debris picked up from facility grounds
- \_\_\_\_\_ All trash emptied
- \_\_\_\_\_ Tables/chairs placed against walls
- \_\_\_\_\_ Lights turned off

Notes from Maintenance:

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Date Inspected: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_ Inspected by: \_\_\_\_\_

## Rental Fees & Cleaning/Damage Deposit Schedule

Dining Hall		1-6 Hours	6 or more hours
Room Size: 1898 sq. ft.			
Capacity:	100		
Tables & Chairs	80		
Chairs	90		
Standing	100		
<b>RENTAL FEE</b>		\$50/hr	\$300.00*
<b>CLEANING/DAMAGE FEE</b>		\$50.00	\$50.00
<b>REFUNDABLE AMOUNT OF C/D FEE</b>		\$0	\$0

**NOTE:** All rental prices are for rental of the selected space(s) for six (6) hours or less. \*A flat rate is charged for events lasting more than six hours.