

## **Application for the Use of the Town of Angier Depot and Grounds**

This application must be submitted to the Angier Town Hall with a rental fee for reservation, as well as a key deposit. **WE DO NOT** accept checks for depot fees, however credit/debit cards, money orders, and cash are allowable methods of payment. There is a rental fee of \$200 for Town of Angier in-town residents, and a rental fee of \$400 for those out of town. Additionally, there is a \$200 initial deposit. This deposit is refundable, however your deposit **WILL NOT** be refunded if **ANY** of the Rules/Regulations are not followed. The deposit will be refunded within two (2) weeks from the reserved date **ONLY IF** there is no damage, facility is left clean, and **ALL** of the rules have been followed.

### Renter Information

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

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

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

### **\*\*IF ANY OF THE FOLLOWING RULES ARE BROKEN, YOU AUTOMATICALLY FORFEIT YOUR DEPOSIT\*\***

I certify that the above named person/group is non-profit in nature and I am authorized to act in behalf of this person/group and that said person /group will be responsible for adhering to all policies and procedures for use of the Angier Depot and Grounds. I/We agree to the following rules and regulations:

**A. NO drugs or alcoholic beverages, including beer, are permitted on premises.**

-Angier Police will be doing occasional walk-throughs, and if alcohol is found on premises you will be considered trespassing/violating contract and asked to leave immediately.

**B. NO smoking on premise.**

**C. NO group or individual may use the facility or grounds for any type of profit purpose.**

-Civic groups may be granted the privilege of use of the Depot for specific fundraising purposes upon approval of the Town Manager, and may be required to present a Federal Tax Exempt Number from the US Internal Revenue Service.

**D. You must be at least 21 years old to rent the Depot.**

-Youth groups requesting use of facility and grounds must assure adequate adult (21+) chaperones for such events.

**E. Upon request of the Town Manager, police security will be required (at user's expense) before a reservation request is approved.**

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**F. Absolutely NO amplified sound systems on grounds (inside or outside) and NO smoke machines allowed on premises.**

**G. The following housekeeping must be completed:**

- Depot, grounds, and gazebo must be left free of all trash
- Depot building must be swept AND mopped
- Empty all trash cans into carts outside
- Thoroughly clean all appliances
- Fold all tables and chairs and place on racks
- Do not drag equipment on floors or abuse wood surfaces
- Do not put nails, tacks, or tape on walls. No confetti or glitter allowed
- Do not leave any food or drink on premises
- All lights and fans must be turned off. All windows and doors must be locked before leaving the facility
- Thermostats must be set back to their original settings- 75 for spring/summer, 68 for fall/winter
- Complete building check-off must be checked before leaving building to ensure no other fire hazards exist.

**H. Depot rental begin at 6:00 am of the reserved day for use and ends at 11:00 pm that same day. YOU MAY NOT ENTER THE BUILDING BEFORE 6:00 AM OR AFTER 11:00 PM ON THE RESERVED DAY.**

**I. A cleaning check list and key to the depot may be obtained at the Town Hall during office hours (8:00am-5:00pm M-F). You must pick up the key the day before your reserved date, no exceptions. When you are finished using the facility on your reserved date, the key to the facility and the check list must be placed into the top of the black antique stove in the depot.**

**J. The Town of Angier assumes no liability for accidents resulting in injury on premise or responsibility for any food, equipment, or other materials left on the premise.**

**K. Maximum number of occupants allowed is 100.**

**L. For any emergencies, please call (910)-893-9111.**

I further understand that failure to comply with the Policies and Procedures for the use of the Angier Depot and the above Rules and Regulations may result in the forfeiture of the reservation/damage/cleaning/key deposit, and payment of additional damage fees. Resulting in the loss of privilege for future usage of the Depot.

**DO NOT SIGN WITHOUT NOTARY PRESENT**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**I, \_\_\_\_\_, Notary Public for \_\_\_\_\_ County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this day and signed the foregoing document. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

**Notary signature \_\_\_\_\_ (Notary Seal)**

**Commission Expires \_\_\_\_\_**