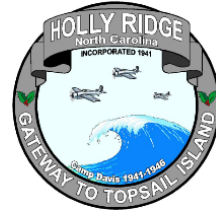


Anita Dingler  
Mayor  
  
Rena Bragg  
Mayor Pro Tem  
  
Greg Hines  
Councilmember  
  
George Lang  
Councilmember  
  
Carolyn Stanley  
Councilmember  
  
Pamala Hall  
Councilmember

# Town of Holly Ridge

Post Office Box 145  
Holly Ridge, North Carolina 28445

Telephone (910) 329-7081  
Fax (910) 329-1593



Joseph R. Pierce  
Town Manager

Heather Reynolds, CMC  
Town Clerk

## TOWN OF HOLLY RIDGE COMMUNITY CENTER

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

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

**Date Reserved:** \_\_\_\_\_

### FEES FOR RENTAL

**Deposit Amount:** \_\_\_\_\_ **FEE:** \_\_\_\_\_

PLEASE ALLOW 2-3 WEEKS FOR REFUND OF DEPOSIT

**\$50.00 per hour**                      **Hours:** \_\_\_\_\_                      **FEE:** \_\_\_\_\_

**Times:** \_\_\_\_\_

**\$300.00 All Day**                      **Number of Days:** \_\_\_\_\_                      **FEE:** \_\_\_\_\_

**\$25.00 per hour –Conference Room – Hours:** \_\_\_\_\_                      **FEE:** \_\_\_\_\_

**Note: The deposit for the conference room will be equal to the number of hours booked up to \$100.00**

**Other:** \_\_\_\_\_ **\$** \_\_\_\_\_

**Amount Due:** \_\_\_\_\_ **\$** \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_ **\$** \_\_\_\_\_

**Amount Remaining:** \_\_\_\_\_ **\$** \_\_\_\_\_

**(Due 10 Days Prior to Event)**

**STAFF:** \_\_\_\_\_

HOLLY RIDGE COMMUNITY CENTER  
RENTAL CONTRACT

**THIS CONTRACT**, is executed on \_\_\_\_\_ (date) by and between hereafter referred to as "**The Renter**" and the "**Town of Holly Ridge**", that will reserve the Community Center on \_\_\_\_\_ (date) for the event.

**THE RENTER:** Agrees to the following:

1. To pay a rental fee \_\_\_\_\_ in accordance with the currently published rental rate of the Holly Ridge Town Council. Such fee is payable in full prior to the event.
2. To pay a refundable deposit \$100.00 for holding the reservation, ensuring the facility is left in pre-rental condition and that all keys are returned. **Note:** The security deposit will be returned to you within 2-3 weeks after your event, provided all rules and regulations have been followed. This deposit is refundable until 30 days prior to the reserved date. Cancelled reservations less than 30 days prior to the reserved date will result in forfeiture of the deposit.
3. To provide all necessary permits (including any and all ALE Permits) to cover legal responsibility for this function and to sign the "HOLD HARMLESS" Agreement.
4. To clean the building in accordance with the checklist attached, and to initial each item on the checklist.
5. To pay an \$85.00 fee for up to 3 hours (if applicable) to decorate the day prior to your reserved date.
6. To forfeit the above deposit, or a portion thereof, if the post event clean-up is unsatisfactory, or not complete at the conclusion of the event or damages occur to the building or grounds during your rental, or keys are not returned.

**THE TOWN OF HOLLY RIDGE:** Agrees to the following:

1. To provide the renter use of the Community Center on the reserved date and to open and secure the building or provide keys to the renter.
2. To ensure that the Community Center is clean on the date reserved and to have an authorized person initial the checklist via a walk through inspection prior to and after your rental, no later than the next day.

**Authorized Designee:**

Signature: \_\_\_\_\_

**Renter:**

Signature: \_\_\_\_\_

HOLLY RIDGE COMMUNITY CENTER  
CONTRACT  
(Check-In / Check-Out)

I/We will provide all necessary permits to cover legal responsibility for this function including all alcohol permits required for the sale of alcohol or prior authorization from the Town Manager for alcohol consumption and handle all clean-up of the Holly Ridge Community Center after our scheduled event.

**If clean-up is not satisfactory, the \$100.00 deposit, will be forfeited.**

**If the keys are not returned to the Town Hall, the \$100.00 deposit may be forfeited.**

I also agree that any damage that might occur to the building or grounds during this function will result in the forfeiture of the deposit and possible legal action.

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

Date Reserved: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

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

HOLLY RIDGE COMMUNITY CENTER  
ALCOHOLIC BEVERAGE QUESTIONNAIRE  
AND IMPORTANT INFORMATION

ALL SERVING AND CONSUMPTION OF ALCOHOL MUST HAVE PRIOR APPROVAL BY THE  
TOWN MANAGER

Will alcohol be served at this event? Yes  No   
Will alcohol be sold at this event? Yes  No

**TOWN MANAGER APPROVAL:** \_\_\_\_\_

**ADDITIONAL ALCOHOL PROCEDURES:**

- If you are planning a function and there will be beer/wine/liquor there will need to be prior authorization given from the Town Manager as well as possible permits from ALE (see below).
- If you charge admission and are serving beer/liquor you are required to get a permit from ALE.
- If you have a party and serve liquor, you are required to get a permit from ALE.
- If you are having a party and serve beer/wine there is no ALE permit required.
- If you are holding an event and people bring their own beer/wine there is no ALE permit required.

The phone number for ALE is: 919-779-0700 and the website is: [www.ncabc.com](http://www.ncabc.com).

**For Internal Use Only:**

Check	Task	Answer	Staff Initials
	Is alcohol served at this event?		
	Has the Town Manager approved?		
	Has a copy been given to the applicant?		
	Has the applicant obtained all needed permits from ALE?		

**A COPY OF THIS COMPLETED FORM MUST BE KEPT AVAILABLE FOR INSPECTION FOR THE  
DURATION OF THE EVENT**

LIABILITY / HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement is entered into by and between \_\_\_\_\_, hereinafter named as "Promisor" and the Town of Holly Ridge, a municipality, hereinafter named as "Promisee", on this (date) \_\_\_\_\_, in Holly Ridge, North Carolina.

**AGREEMENT:**

FOR VALUABLE CONSIDERATION, the deposit that will be equal to the reservation time, which is hereby acknowledged, "Promisor" (renter) and "Promisee" agree as follows:

"Promisor" (renter) will indemnify and hold harmless "Promisee" from any and all costs of defense and attorney's fees incurred in defending against same, arising from any claims from and related to "Promisor's" (renter's) use and rental of the premises located at 404 Sound Road, Holly Ridge, North Carolina, 28445. "Promisor's" (renter's) actions include the acts of "Promisor's" (renters) agents and employees.

"Promisee" shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event "Promisor" (renter) shall indemnify and hold harmless "Promisee" for any such claims paid, including "Promisee's" reasonable attorney's fee incurred resulting from such claim. In the event any claim or suit is brought against "Promisee" within the scope of this Agreement, "Promisor" (renter) shall pay for legal counsel chosen by "Promisee" to defend against same. This agreement shall encompass claims resulting from (1) the furnishing of alcoholic beverages, and (2) property damage or liability claims for injuries, including death, anywhere on the premises including the Community Center grounds.

This Agreement shall be interpreted under the laws of the State of North Carolina.

Town Administration Signature: \_\_\_\_\_

Renter (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## COMMUNITY CENTER RENTAL CHECKLIST

**Key S=Satisfactory U=Un-satisfactory**

	Check-In	Applicants Initial	Check-Out	Maint. Initial
Stage Clean (sweep & mop if needed)	_____	_____	_____	_____
Floor Clean (sweep & mop if needed)	_____	_____	_____	_____
Kitchen floor clean (sweep & mop if needed)	_____	_____	_____	_____
Kitchen sink, appliances, dishes, utensils cleaned & stowed	_____	_____	_____	_____
Kitchen appliances shut off	_____	_____	_____	_____
Food removed from refrigerator(s)	_____	_____	_____	_____
Toilets flushed, floors clean (sweep & mop if needed)	_____	_____	_____	_____
Trash put in receptacles provided outside & Replace bags	_____	_____	_____	_____
No tape or tacks on walls or tables	_____	_____	_____	_____
Smoking area free of butts	_____	_____	_____	_____
Parking area clean	_____	_____	_____	_____
Event Signs Removed (if applicable)	_____	_____	_____	_____
Tables & chairs placed as found (do not overload carts)	_____	_____	_____	_____
Lights turned off including outside lights	_____	_____	_____	_____
<b><u>Furniture count:</u></b>				
Chairs (metal)	_____	_____	_____	_____
Tables (rectangle)	_____	_____	_____	_____

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

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

Date Reserved: \_\_\_\_\_

Deposit Refunded \_\_\_\_ Yes \_\_\_\_ No

Reason: \_\_\_\_\_

**LAST REVISED: 08/21/2017**

TOWN OF HOLLY RIDGE RESERVATION REQUEST  
FOR COMMUNITY CENTER

\_\_\_\_\_  
NAME OF ORGANIZATION OR GROUP                      CONTACT PERSON ACCEPTING FULL RESPONSIBILITY FOR EVENT

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

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ ESTIMATED # OF PARTICIPANTS \_\_\_\_\_

COMMUNITY CENTER USAGE REQUEST PROCESS

1. Applicant sends/brings in/faxes/emails Community Center Packet to the Town of Holly Ridge fully completed. Town staff reviews the request. (Applicant will be contacted if there are any questions).
2. Town Staff reviews calendar for conflicts. (Applicant will be notified if there is a conflict).
3. In the event alcohol is involved in a function the application must be approved by the Town Manager. If alcohol is being sold an application must be made with the Chief of Police and all permits must be obtained through ALE.
4. Town Staff contacts applicant with notice of approval or denial.
5. Applicant provides security deposit in form of cash or check (made payable to the Town of Holly Ridge). If reservation is less than the 30 days as stated in the rental contract, the payment **must** be paid in cash.
6. Town Staff adds reservation to the calendar once the deposit is received.

## **PROPOSAL FOR EVENT**

- **What is the purpose/type of event, including anything that will take place at the event (EX: speakers, dancing, refreshments, etc)**
  
  
  
  
  
  
  
  
  
  
- **Will the event be open to the public?**
  
  
  
  
  
  
  
  
  
  
- **Do you intend to collect any money? From what? What will the money be used for?**
  
  
  
  
  
  
  
  
  
  
- **Do you plan to advertise for your event? (Actual advertisements must be attached for pre-approval before anything is sent to any media)**
  
  
  
  
  
  
  
  
  
  
- **List everything that will be brought into the facility (chairs, tables, sound equipment) and the quantity and sizes of each.**
  
  
  
  
  
  
  
  
  
  
- **Will there be food at the event? Catered? By whom?**



**IMPORTANT NOTICES WHEN RENTING THE HOLLY RIDGE**  
**COMMUNITY CENTER**

- If you are renting the Community Center on a weekend or at a time that is not during our normal business hours (Monday-Friday 8-5) please pick the keys to the Community Center prior to close of business the prior day.
  
- When you enter the Community Center there is a log book on your right please be sure to sign in and out with name, date, and time. This is **very important** please do not forget to do this.
  
- Please be sure to check with Town Staff about all authorizations and permits needed for alcohol consumption.
  
- Please be sure to empty all garbage cans and deposit garbage in receptacles outside located within the fenced area. Please be sure to replace garbage bags with the extras provided.