

Town of Bowman

131 Poplar Street / P.O. Box 37 Bowman, SC 29018

Office: 803.829.2666 Fax: 803.829.3159

Banquet Hall Rental Contract

Effective February 4, 2015

Business Hours: Monday-Thursday 8:00am – 5:00pm; Friday 8:00am – 1:00 pm

OFFICE USE

Date Requested ____/____/____ Deposit Paid ____/____/____

Deposit Paid _____ Remaining Balance _____

Balance Paid _____ Date _____

Total Paid _____ Date _____

Today's Date ____/____/____ Requested Rental Date ____/____/____

Purpose of Event _____

Time Requested: _____ until _____ No. of Guests _____

Name/Organization _____

Address _____

Contact Phone _____ Alternate

Phone _____

****Rental Details/Deposit and Fees:****

Nature Park Address: 131 Poplar Street Bowman, SC 29018

Maximum Seating: 100 guests

Grand Rent Total: \$300.00

Required Payment to Secure Facility: \$150.00 (total security deposit)

Included Property Equipment: 13 round tables, 12 rectangular tables, 100 chairs, stove, refrigerator, microwave

ALL RENTAL EVENTS MUST BE CONCLUDED BY MIDNIGHT. NO EXCEPTIONS!!!!

*****Rules, Regulations, and Guidelines*****

1. Rental is on first-come/deposit-paid basis. Cancellation less than two weeks before rental date will result in forfeiture of your security deposit. Keys must be picked up prior to the event during regular business hours and returned the next business day. If not returned within 24 hours of next business day, you will have forfeited your deposit.
2. Remaining balance is due two weeks before event if paying by cash and one month in advance if paying by check. If the check is returned, there will be a charge of \$39.00 plus the amount of the check.
3. The required security deposit is due upon making reservations. There will be a \$25.00 refundable fee issued two weeks after the event following a satisfactory inspection of the property by the Town. Any abuse of the building or its equipment will result in forfeiture of your security deposit and loss of future rental privileges through the Town of Bowman. Renter is responsible for any additional damages to property.
4. Rental fee is for premises ONLY. The Town of Bowman does not guarantee that an adequate number of chairs or tables will be the responsibility of the renter. However, in the event if any of the chairs, tables, appliances, or sound system provided by the Town is missing after use, you will be responsible for replacement as well as forfeiture of deposit.
5. NO MONEY IS TO BE TAKEN OR CHARGED AT THE DOOR; NON-PROFIT EVENTS ONLY. Should there be tickets or door collection, it must be for a public cause, community center, and/or Boys and Girls Club. If money or tickets are taken for any other reason, you will be shut-down and all funds will either be demanded back to paid guest or turned over to the Bowman Police Department.
6. Building must be left in proper condition. You are to take ALL trash and place town-owned tables, chairs, and other property back in their proper locations. Please make sure that you have wiped down all tables and chairs. The floor must be swept and any spills must be removed. All lights should be turned off and all doors must be locked and secured upon leaving the building.
7. All renters' equipment/property must be removed before midnight on rental date unless special arrangements have been made. If not removed, your belongings will be considered abandoned and become property of the Town of Bowman.
8. ABSOLUTELY NO SMOKING OR ALCOHOL IN THE BUILDING. Reports of smoking or use of alcohol will result in forfeiture of your security deposit, loss of future rental privileges with the Town of Bowman, and there could be a citation issued to you by the Bowman Police Department.
9. No nails, tacks, tape, etc., allowed on walls, ceilings, or floors.
10. Persons under the age of 21 must have an adult to sponsor and sign the Town's rental contact. In addition, the sponsor(s) must be present during the entire event.

The undersigned has agreed to rent or lease the premises in good condition and leave it in the same condition as received. The undersigned also agrees to all rules and regulations imposed by the Town of Bowman in renting or leasing the building and specifically agree to indemnity and holds harmless the Town of Bowman and its employees for any and all claims, demands, actions, proceedings, judgments, losses, damages, counsel fees, payments, expenses, and liabilities whatsoever which the undersigned incurs by reason of the use of facility. Such indemnity shall also apply to any and all damages or liability that maybe attributable to the use or unlawful use of alcohol or other substances during the term of the lease.

This agreement shall be binding upon the undersigned and shall be constructed in accordance with the laws of the State of South Carolina.

Signature of Renter

Signature of Town of Bowman Staff

Date

Date