

# CONTRACT FOR RENTAL OF THE ALICE WATTS TUTTLE COMMUNITY CENTER TOBACCOVILLE, NC

- 1) Rental reservations must be made seven days in advance.
- 2) The community center may be reserved on the following days and times:

Monday through Saturday	7 a.m. until 11 p.m.
Sunday	1 p.m. until 11 p.m.

Reservations will not be accepted on national holidays and other days at the discretion of the Village of Tobacoville.

3) All hourly fees plus a security deposit of \$100 is due **in full** with the signed contract in order to confirm the reservation. The security deposit is refundable on the next business day if all terms and conditions of this contract are met and all rules of the community center and the Village Park are honored.

4) The minimum rental time is two (2) hours.

5) The following hourly fees apply as follows:

	<u>RESIDENT WEEKDAY FEE</u>	<u>RESIDENT WEEKEND FEE</u>
	Monday 7 a.m. – Friday 4 p.m.	Friday 4 p.m. – Monday 7 a.m.
Main Meeting Room	\$20 per hour	\$25 per hour
Conference Room A	\$10 per hour	\$15 per hour
Conference Room B	\$10 per hour	\$15 per hour
Kitchen, with rental of adjacent room	\$25 flat fee	\$30 flat fee
Entire Building	\$50 per hour	\$60 per hour

6) The rental area must be back to original condition and vacated by the end of the reserved time period.

7) Persons failing to comply with the rules of the community center and the park rules set forth by the Village Council may be denied future use of the facilities.

8) No alcoholic beverages allowed.

9) No pets allowed in the community center.

10) Once a reservation is made, the hourly fee is non-refundable. Changes to the reservation date and/or time must be made seven days in advance and is subject to availability.

11) Village of Tobacoville portraits and photographs may not be removed from the wall.

**DATE OF RESERVATION:** \_\_\_\_\_

**TIME OF RESERVATION:** From: \_\_\_\_\_ to \_\_\_\_\_

**TOTAL HOURS RENTED:** \_\_\_\_\_

	<u>Resident Weekday Fee</u>	<u>Resident Weekend Fee</u>	
<b>Main Meeting Room</b>	<input type="checkbox"/> \$20 per hour	<input type="checkbox"/> \$25 per hour	_____
<b>Conference Room A</b>	<input type="checkbox"/> \$10 per hour	<input type="checkbox"/> \$15 per hour	_____
<b>Conference Room B</b>	<input type="checkbox"/> \$10 per hour	<input type="checkbox"/> \$15 per hour	_____
<b>Kitchen, with rental of adjacent room</b>	<input type="checkbox"/> \$25 flat fee	<input type="checkbox"/> \$30 flat fee	_____
<b>Entire Building</b>	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$60 per hour	_____
	<b>SECURITY DEPOSIT</b>		<u>100.00</u>
	<b>TOTAL FUNDS COLLECTED</b>		\$ _____

*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 Alice Watts Tuttle Community Center and at The Village 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 Alice Watts Tuttle Community Center and The Village Park could result in suspension from the community center and park or arrest, if warranted.*

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Village Employee Signature**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Daytime Phone #          Evening Phone #**

# 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 attendant on duty. Please leave chairs on tables.
- 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. Mops may be obtained from attendant on duty.
- 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 of Tobaccoville. 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 VOT employee on duty.
- 12) Clean-up should be completed to the satisfaction of the VOT employee on duty in order to receive refund of deposit.

### \*Please Note\*

The kitchen contains a side-by-side refrigerator. There is not an ice-making machine on the premises. The kitchen contains a microwave and stove/oven, and food may be warmed on the premises. The kitchen contains no linens, pot holders, silverware, utensils, dishes, pots, pans, or condiments. Please plan accordingly.

Personal gas grills or any type or size of cooker may not be brought in or used on Village property – no exceptions!

*“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

<u>Main Room</u>	60' x 30' (*ideal setup) (*ideal setup)	Seats 160 people in chairs auditorium-style Seats 96 people at 12 round tables Seats 120 people at 20 rect. tables
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<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' radius); 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 dishwasher 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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Available on site:	36" color television, DVD, VCR, CD, and cassette player, podium, two (2) remote microphones with speakers
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Village of Tobaccoville portraits and photographs may not be removed from the wall.