



City of Bennettsville

Department of Tourism, Parks, & Recreation

www.bennettsville.sc.com

Bennettsville Community Center

714 North Marlboro Street Bennettsville, SC 29512

843-454-2142

Mail Payments to TPR Dept, P.O. Box 1036, Bennettsville, SC 29512

Community Center Rental Information and Agreement

Date Requested _____ Activity Time: From _____ To _____ No. of Guests _____

Date & Time of Entry _____ Date & Time of Departure _____

Name _____ Today's Date _____

Address _____ City, State, Zip _____

Telephone _____ Fax _____ Email _____

Type of Event/Purpose of Use _____ Contact Person _____

Community Center Rental:

Furniture Set-up Deadline Date: _____ Sketch of layout must be provided on/before set-up date.

Regular Rate	\$600.00 + Security Deposit \$200.00	Security Deposit	_____
*Non-Profit Rate	\$400.00 + Security Deposit \$200.00	Rental Rate	_____
Employee Rate	\$400.00 + Security Deposit \$200.00	Additional Fee	_____
Activity Room	\$ 50.00 per room	Additional Fee	_____
		TOTAL FEES	_____

Lessee agrees to pay \$ _____ to rent the Bennettsville Community Center, understands this rental fee is due by the final payment deadline (see below), that he/she will be held responsible for all damages incurred, and he/she verifies all information stated above is correct. Lessee acknowledges that any violation of Community Center Rules and Guidelines will result in forfeiture of the \$200 security deposit.

_____ Lessee	_____ Date	_____ T, P, & R Department employee	_____ Date
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*Must be registered with the SC Secretary of State and present documentation having a 501c3 on file.

Payments:

Security Deposit: Paid	\$ _____	Date _____	Method of Payment _____
Rental Fee: Due/Paid	\$ _____	Date _____	Method of Payment _____
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Rental Fee: Due/Paid	\$ _____	Date _____	Method of Payment _____
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TOTAL RENTAL FEES: DUE/PAID \$ _____ FINAL PAYMENT DEADLINE: _____

***Keys to the Bennettsville Community Center are to be signed out from the Bennettsville Visitor Center, 304 West Main Street, after 9 a.m. and before 5 p.m. on _____ and to be returned there on _____ after 9 a.m. or left under the Community Center office door at time of departure.

Community Center Rules and Guidelines

1. **Security Deposit:** The \$200 security deposit will be refunded within 10 days after said function, if there are no damages or any violation of the Community Center Rules and Guidelines. A refund check will be mailed to the name/organization on the Agreement. Lessee understands, additional charges may be assessed when repair costs exceed the security deposit amount.
2. **City Employee Responsibility:** If the Community Center is leased by a City employee for another party, the City employee agrees to have the Rental Agreement placed in his/her name and under his/her signature, assumes all responsibilities for fees and damages, and will be present for said activity.
3. **Cancellation Policy:** The City of Bennettsville reserves the right to cancel any reservation. In such an instance, the security deposit and any rental fees paid will be fully refunded. Lessee agrees that if he/she does not cancel said event 90 days prior to the date reserved, he/she will not receive a refund of the security deposit or any rental fees paid.
4. **Alcohol Usage:** Alcohol can be served at private functions without a permit from the SC Department of Revenue. Lessees for public functions are required to obtain a temporary liquor license from the State for alcohol to be served. A copy of said license must be presented and will be filed with the signed Community Center Rental Agreement. Cash bars are **NOT** allowed.
5. **Fire Safety:** Lessee agrees to not compromise fire safety guidelines regarding exits and flammability. This includes the blocking of interior/exterior marked exits with tents, equipment, decorations, or any other items. Lessee understands that the Community Center is a **NO SMOKING** facility and use of pyrotechnic equipment inside the building is **NOT ALLOWED**, i.e. fireworks, fog machines, or sparklers. All events are subject to Bennettsville Fire Department inspection. The maximum capacity for the Bennettsville Community Center is 428 individuals.
6. **Security:** The City of Bennettsville may require the lessee to obtain onsite security for certain events. The lessee agrees to pay the City of Bennettsville additional fees to provide a minimum of two (2) off-duty Police officers, or persons acceptable to the Department, at a rate of \$30 per hour per officer. All security personnel need to understand that it is his/her responsibility to provide supervision inside and outside the facility as well as adjacent parking areas. Lessee agrees to call 911 to report any incidents and any costs incurred will be at his/her expense.
7. **Specific non-permitted acts:**
 - a. **NO** fighting or abusive language in or around premises. Violators should be reported to the Bennettsville Police Department.
 - b. **NO** nails, tacks, tape, decal stickers, Velcro picture hanging strips, or use of any adhesives, etc. on the walls, floors, or ceilings allowed.
 - c. **NO** glitter, birdseed, rice, petals, bubbles or similar materials are allowed inside the building.
 - d. **NO** floor candelabras (Candles when used on tables are allowed).
 - e. **NO** excessively loud music. Music must always be kept at a reasonable volume.
8. **Rules for Vendors:** All rules apply to vendors (decorator, caterer, band, DJ, bartender, florist, presenter, event rental company, etc.) used for said event. Any infractions of the Rules and Guidelines by vendors will result in additional fees payable by the lessee.
9. **Cleanliness & Equipment Policy:** Floors must be cleaned of all large residue. Floors should only be mopped if a spill occurs or if mud is present (Broom, dustpan, mop located in kitchen for your convenience). Bathrooms are to be left in a clean condition. All trash and garbage must be bagged and placed in dumpsters at rear of building before leaving. Trash bags are provided and placed in each bin. Gray trash bins are to remain inside the building. The grounds should be checked for any outside litter and cleaned up accordingly. Any equipment used during event should be returned where it was found. All lights, and Audio/Visual (A/V) system, should be turned **OFF** at time of departure. All exterior doors and A/V cabinet door must be locked upon final departure.
10. **Injuries and Stolen Items:** Lessee assumes full responsibility for any injury sustained while participating in said activity; does hereby release the Bennettsville Tourism, Parks, & Recreation Department, its staff, and the entire City of Bennettsville from said responsibility; and acknowledges full obligation for all lost or stolen items.
11. Lessee agrees to terminate said activity by 12:00 a.m. (midnight) and depart facility promptly.
12. Lessee understands that all above rules must be met to receive security deposit fully refunded.
13. Lessee understands this is an official contract of the State of South Carolina and is legally binding.

Lessee

Date

City of Bennettsville employee

Date