

RENTAL AGREEMENT FOR THE TOWN OF PRINCETON COMMUNITY CENTER
107 N. PEARL ST. PRINCETON, NC 27569

Thank you for your interest in the Princeton Community Center. The Princeton Community Center is owned by the Town of Princeton. We are very pleased that you have shown interest in renting the community center for your next event. Please treat this building with dignity, respect and care. Rules have been provided to ensure that your event runs smoothly and to provide for your safety and the safety of in the center.

Name: _____ Date(s) of Event: _____
Address: _____
Email: _____ Phone: _____
Type of Event: _____ Expected Number of Attendees: _____
Rental Start Time: _____ Rental End Time: _____

On the day of your rental opening and closing the center will be managed by the Town of Princeton. A staff member will meet you at the time requested on the rental agreement. If you need to change the time requested the town should be notified at a minimum of 48 hours prior to the time change.

Princeton Community Center – 106 N. Center St. Princeton, NC 27569
www.myprincetonnc.com

Print Name: _____

Signature: _____ Date: _____

STAFF USE ONLY	
RECEIVED BY: _____	DATE: _____
DEPOSIT AMOUNT PAID: \$ _____	
VENUE AMOUNT PAID: \$ _____	
CUSTODIAN AND INSPECTION AMOUNT PAID: \$ _____	
TOTAL DUE: _____	PAID: CHECK/CASH/CARD

Refundable Deposits Schedule:

More than 60 days prior to reserved date: 100% Total Rental Fee refunded

46-60 days prior to reserved date: 75% Total Rental Fee refunded

30-45 days prior to reserved date: 50% Total Rental Fee refunded

15-29 days prior to reserved date: 25% Total Rental Fee refunded

Less than 15 days prior to reserved date: 0% Total Rental Fee refunded

Damage Deposit

The damage deposit is fully refundable, based on inspection, and adherence to venue's rules.

Any damage, extraneous cleaning, etc. will be deducted from this deposit.

RULES AND REQUIREMENTS OF THE PRINCETON COMMUNITY CENTER

1. No vehicles are allowed on the lawn at any time. (Load and unload in the front)
2. Alcohol is permitted FOR EVENTS ONLY. Requirements
 - A. \$2,000,000 alcohol insurance policy. B. No Glass. C. Must hire an off-duty police PPD officer for the event and is to be paid separately. D. Must abide by NC and ABC alcohol rules.
3. Center occupancy posted CANNOT exceed the limit. 114 MAX.
4. Smoking and/or vaping or other such is NOT permitted.
5. No one under the age of 17 is permitted in the center unless accompanied by an adult OR has permission from the Town of Princeton.
6. Signs, banners, posters, flags, sidewalk chalk, paint etc. are NOT permitted in or on the center. Absolutely NOTHING can be tapped, stuck, or hung from the walls or ceiling. You must provide your own table/stand for such items.
7. The use of fire, candles, fireworks, pyrotechnics, fire pits and such are NOT permitted. (1) birthday candles are permitted.
8. No rice or confetti is allowed. ONLY birdseed is permitted outside the center.
9. Tents may be erected on the lawn only. The renter is responsible for all/any damages, permits and fees.
10. Inflatables, bounce houses and such are permitted with a \$1,000,000 insurance policy provided by the renter. All Inflatables, bounce houses and such must be set up on the lawn only. No inflatables and/or bounce houses are permitted inside. Water balloons are NOT permitted on site.
11. Rental use may not begin before 7:00am or extend past 11:00pm on the same day. All items brought into the center must be removed by the end of the rented time. There will be an additional \$100 per hour fee for items not removed.
12. No amplified sound/music and such is allowed outside the center after 10:00pm unless approved by the BOC.
13. No activity may be conducted which in any way damages the center, structure, or grounds. Any damage MUST be reported immediately. **The renter is FULLY responsible for ANY damages beyond \$150 repair.**
14. Do NOT remove any items from the center that belong to the Town of Princeton.
15. Renters MUST leave the center clean and in good condition in which it was found. Penalty – Forfeit Deposit
16. Guest Wi-Fi will be available.
17. No solicitation, selling, subleasing or “pop up” events are allowed.
18. Renters are NOT provided keys. A digital code will be issued that lasts for 12 hours from the rent time.
19. Conference Room – Tables and chairs shall be provided however it is the responsibility of the renter to set up and clean up the tables and chairs. Tables and chairs shall be stored neatly on the storage racks provided.
20. Do NOT touch the HVAC unit.
21. Kitchen – The kitchen is **ONLY** to be used for serving. Cooking food is **NOT** allowed at any time. Cooking food violates this contract, and the renter is subject to additional fees.
22. ALL food should be prepared and brought into the center.

23. Warming of food with contained small fire warmers is permitted however, the renter assumes ALL responsibility.
24. The use of the microwave is permitted.
25. Grills and/or cookers are allowed in the designated outdoor area only. Only GAS grills and/or cookers may be used. No charcoal or wood.
26. All trash shall be disposed of by the renter in the appropriate trash bins outside the center.
27. Animals – Only service animals are permitted inside the center.
28. Parking – absolutely NO parking is allowed on the lawn area. Use the designated parking lot.
29. Balls, frisbees, bouncing toys etc. are not allowed in the center.
30. Paints, chalk, glue, oils and such like are not allowed in the center.
31. Please report ANY damage to town hall immediately.
32. A copy of a valid driver license is required to rent the center.
33. A credit card deposit must be put on file when renting for deposit purposes.
34. Failure to comply with any rules is subject to forfeiture of the deposit and/or other fees.

I understand that as the individual who is renting Princeton Community Center, I assume **FULL** responsibility for any and all damages, accidents, injuries or deaths during my times stated above and will enforce compliance with all rules, restrictions, and guidelines contained within the rental agreement for the Princeton Community Center. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR HAVING SOMEONE PRESENT AT THE PRINCETON COMMUNITY CENTER AT ALL TIMES DURING THE RENTAL TIMES AS STATED ABOVE.

I understand that I am **FULLY** responsible for ensuring that my guests and attendees comply with ALL rules and regulations of this rental agreement as well as any local or state capacity guidelines or public health guidelines.

- **VIOLATION OF THE RULES IS SUBJECT TO FORFIETRURE OF THE DEPOSIT PLUS ADDITIONAL FINES, PENALTIES, LEGAL FEES AND/OR CHARGES.**

Signature of Responsible Party _____ Date _____

RENTER MUST BE 21 YEARS OF AGE OR OLDER

Town of Princeton Staff _____ Date _____
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