

Maiden Town Hall Community Room Rental Application

19 N. Main Ave ♦ Maiden, NC 28650 ♦ 828-428-5000 ♦ www.maidennc.gov

Please Print Clearly:

Person Requesting Reservation

Name: _____ Date: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Address: _____ City: _____ ST ____ ZIP _____

Do you currently live inside the town limits of Maiden? Yes No

Type of Event: _____

Date of Event: ____/____/____ Time of Event: From: _____ To: _____

[Note: Time needs to include set-up & clean-up]

Approx. # of Guests: _____ Type of Table Needed: Round Rectangle

	Refundable Deposit	Fee Per Hour
Residents (Lives Inside Town Limits)	\$75.00	\$30.00*
Non-Residents (Lives Outside Town Limits)	\$100.00	\$50.00*

* Two-Hour Rental Minimum

I agree to abide by all rules and regulations set forth by the Town of Maiden. I assume all financial responsibility for those in my party for any damage incurred to said facilities and equipment. I also assume responsibility for the safety of those in my party and for any injuries that may occur. I agree to pay all financial obligations owed before the community room will be reserved.

NO ALCOHOLIC BEVERAGES ALLOWED

Signature: _____ Date: _____

Deposit Paid: \$ _____ Rental Charges: \$ _____ Total: \$ _____

Deposit and rental fees must be paid in advance to reserve date and time. All rentals must be made at least ten (10) business days in advance.

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To be completed by staff member working event. Please initial that the below items were completed
Swept _____ Mopped _____ General Clean Up _____
Checked Equipment _____ Checked Bathrooms _____

Maiden Town Hall Community Room Rental Agreement

In order to rent the Community Room, you must apply at least ten business days before event, read and fill out the Rental Application and Agreement, and pay the deposit and rental fees.

The person renting the Community Room must be 18 years of age and provide a government issued ID, in order to schedule a rental. The maximum number of people allowed in the community room is 65; absolutely no exceptions! No Alcohol, Tobacco, and/or Drugs are allowed inside the Maiden Town Hall. No dances are allowed in the Maiden Town Hall. Nothing is allowed to be placed on the walls and/or ceiling. No continuous rental will be allowed. No Rental shall begin before 8:00 am or end after 10:00 pm (including time for set up and clean up). The Town Manager reserves the right to refuse the rental if they feel it is in the best interest of the public health and/or well being of the citizens of Maiden, North Carolina.

It is the responsibility of the rental party to inspect the community room and bathrooms before rental and report any areas that are not clean and/or damaged. It is also the responsibility of the rental party to clean up after their rental. Town Hall staff will inspect the area at the conclusion of the rental. If the area is cleaned properly, and there has not been any damage (to walls, tables, chairs, equipment, etc.), then the deposit will be mailed back to the renting party.

If damage does occur, the person renting the facility agrees that they are responsible for all repairs and/or replacements, even if the amount of the repairs/replacements exceeds the amount of their deposit.

I have read and agree to the above terms and conditions of renting the Maiden Town Hall Community Room, and will take full responsibility for everyone and their actions at my event.

Print Name: _____

Signature: _____

Date: _____