



JONES COUNTY CIVIC CENTER

367 Highway 58 South, Unit B
Trenton, NC 28585
252-448-3921

Deposit Amount _____

Rental Fee _____

Total Cost _____

RENTAL DATE: _____ ESTIMATED TIME OF DEPARTURE _____

	<u>RENTAL FEE</u> per day*	Days Needed	Total
Entire Facility	1200.00		
Large Auditorium	800.00		
Sound Booth (Lg Aud)****	250.00		
Small Auditorium	400.00		
Small Conference Room	100.00		
Sign Fee	25.00		
Kitchen w/other space	50.00		
Alcohol**	150.00		
Security***	200.00		
Rehearsals/decorating the day before an event	1/2 of rental fee		

<u>MICROPHONE Equipment Rental</u>			
One Microphone	20.00		
<u>Additional Microphones</u>			
1 Directional mic w/ 30' cord & stand	10.00		
1 Wireless remote mic (hand held)	10.00		
1 Wireless collar mic w/belt clip	10.00		
Projector	20.00		

Podium needed: Yes ___ No ___

*Each additional day rental will be discounted at 25%. Weekday (Monday – Thursday only) rentals will be at half price.

**This fee is only for the use of alcohol on the premises. Renter is responsible for acquiring a Limited Special Occasion Permit from the NC ABC Commission. (See Alcohol Permit page)

***Security Services are required for all events that are allowing alcohol. 1-400 attendees would be \$200.00 with 2 security officers. 400-600 attendees would be \$400 with 3 security officers. Over 600 people will be quoted.

****Any use of lights (other than room lights such as on stage) or using the sound booth for any reason will be an additional charge of \$250.00. _____ Initials

*****If Rehearsal day is used for an actual event, you will be charged the full rate and may be subject to forfeiting the deposit. _____ Initials

For the purpose of the renter's event(s), use of rented space shall be ready for occupancy at 8:00 am and shall end at 1:00 am with 1 hour allowed for cleanup. If renter remains on premises after 2:00 am, an additional charge of \$50.00 per hour will be charged. _____ Initials

TYPE OF EVENT/ORGANIZATION: _____

CONTACT / RESPONSIBLE PERSON: _____
(Printed Name)

ADDRESS: _____

PHONE: _____

This agreement, made and entered into this _____ day of _____, 20____ by and between the COUNTY OF JONES, by its Civic Center Coordinator and _____.
(Signature)

Deposit

An initial deposit is required in order to schedule your event. The deposit will be in addition to the entire rental rate for the area requested. The deposit amount will equal 1/2 of the total rental fee if there will not be any alcohol at the event. If there will be alcohol at the event, the deposit amount will be equal to the total rental fee. The deposit will be refunded within 30 days after the scheduled event if the rental areas are left in approximately as good condition as when received for use. If areas are not left in approximately as good condition as when received, the initial deposit will be prorated and applied towards the expense of cleaning and/or repairs or replacement. The County reserves the right to bill for any expenses that exceed the rental deposit. Fees must be paid by cash, check or money order _____
(Initials)

Alcohol

There will be alcohol at the event: YES _____ NO _____

If it is discovered that there was unauthorized alcohol on the premises at the event, renters will forfeit their entire deposit. _____ (Initials)

Cancellation

Prior to the 10th business day of an event, all rental fees **MINUS** the deposit will be refunded. Any event that is cancelled less than 10 business days prior to the event, renter shall forfeit **ALL** fees. _____ (Initials)

Rental Restrictions

The County rents different areas at the same time, and may reserve the right to require rental of the entire building, depending on the type of event.

Decorations are forbidden to be stapled, tacked, nailed, or otherwise affixed to the walls or the ceiling. You may use command strips. Any/all decorations used in the facility are to be removed by the renter immediately after the event. Any decorations removed by staff will go against the deposit.

Smoking is not permitted in the Civic Center. However, smoking is allowed outside with the use of the cigarette receptacle. Cigarette butts must be cleaned up before leaving.

Gambling is not permitted in any form.

Renter must be 21 years of age or older. The person completing the rental agreement must be at least 21 years of age and must be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event. A copy of a Driver's License or photo ID must be provided by the renter.

_____ (Initials)

All minors must be supervised by adults at all times. Children are NOT allowed to be running around the memorial site. They are NOT allowed to be handling, throwing, or playing with the decorative rocks surrounding the memorial.

All decorations, sound and catering equipment, etc. must be removed from the premises **immediately** after the event.

Tables and chairs must be returned to their original positions. Under no circumstances should the renter "drag" any items, tables or chairs across the floor of the facility. Damage to floors will result in loss of deposit and/or further action.

The Occupancy Load for this building has been set by the State Fire Marshall and is posted in this contract. Any violation of this code and any fines, fees, or forfeitures as a result of such violations, is the sole responsibility of the renter. All State and Local Fire Codes must be observed in addition to any City Codes and Ordinances.

Facility Care and Maintenance

In making the Jones County Civic Center available for public use, it is understood that each person, persons, or organization utilizing the facility shall assume responsibility for the care and maintenance of the property, building, furnishings and equipment during and immediately following each use. Property is to be restored to the condition it was found upon arrival.

I AGREE TO BE RESPONSIBLE FOR THE FOLLOWING:

Empty all trash cans including those in bathrooms and kitchen

Clear floors of trash

Make sure all toilets are flushed, men and women

Place all trash in the outside dumpster located in front parking lot. Do **NOT** place trash in cans behind the kitchen. This will cause part of your deposit to be retained.

Leave furnishing and equipment as found.

All areas must be cleared of trash, tape and any gum stuck to the floor.

Check grounds and parking lot for trash and debris.

Turn off all lights.

The Civic Center must be cleaned before leaving the building after the event. Please do not leave with the intentions of returning the next morning to clean up.

All facility care and maintenance guidelines must be followed in order to receive a deposit refund.

Jones County and /or employees are not responsible for items left in rented spaces.

In order to receive a deposit refund, all trash must be placed in the **dumpster located outside near the parking lot** and all instructions must be followed as outlined within your contract.

I understand that I am fully responsible for the care of the equipment during my rental of the Civic Center. I further understand that I will be held responsible for all costs associated with repairs or replacement of any lost items or damage due to neglect or misuse by any persons present during my scheduled event. _____ Initials

This contract is with the understanding that renter shall have the right to ingress and egress through the halls and corridors of such building, **but acquires hereby no right to any other part of the building than the part specified.**

The entire facility is under video surveillance and may be used for evidence, if necessary.

I have fully read and understand the above guidelines in this contract. I agree to adhere to these guidelines.

SIGNATURE: _____ Date _____



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ALCOHOL PERMIT

Do you plan to allow alcoholic beverages to be consumed at your function? ____ YES ____ NO

This includes any of the following:

Beer	Wine
Liquor	Brown Bagging

Because I am requesting permission to use alcohol at my event, I have received an explanation for alcohol usage at the Jones County Civic Center. I agree to provide the coordinator with a copy of the alcohol-use permit prior to the event if alcohol is to be sold during said event.

If alcohol will be served, but not sold, renter must agree to provide information and a copy of the Limited Special Occasion Permit no later than 10 business days before the event.

****See Civic Center Coordinator for applications****

Permit must be available for viewing at the event. If checked, and permit is not available, renter will forfeit their deposit. _____ Initial

IN WITNESS WHEREOF, COUNTY AND RENTER have executed this agreement.

BY: _____ RENTER

BY: _____ CIVIC CENTER COORDINATOR

DATE: _____

CIVIC CENTER SIGN LAYOUT
THREE ROWS
16 LETTERS PER ROW
MUST LEAVE SPACE BETWEEN EACH WORD
EXAMPLE: JONES(SPC)COUNTY(SPC)EMS

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RENTER SIGNATURE

DATE

\$25 a day



JONES COUNTY CIVIC CENTER RENTAL REFUND

_____ is eligible for a full/partial

refund in the amount of \$ _____ for the security deposit put up for the rental of the Jones County Civic Center.

Address

City,

State

Zip

Civic Center Coordinator _____ Date _____



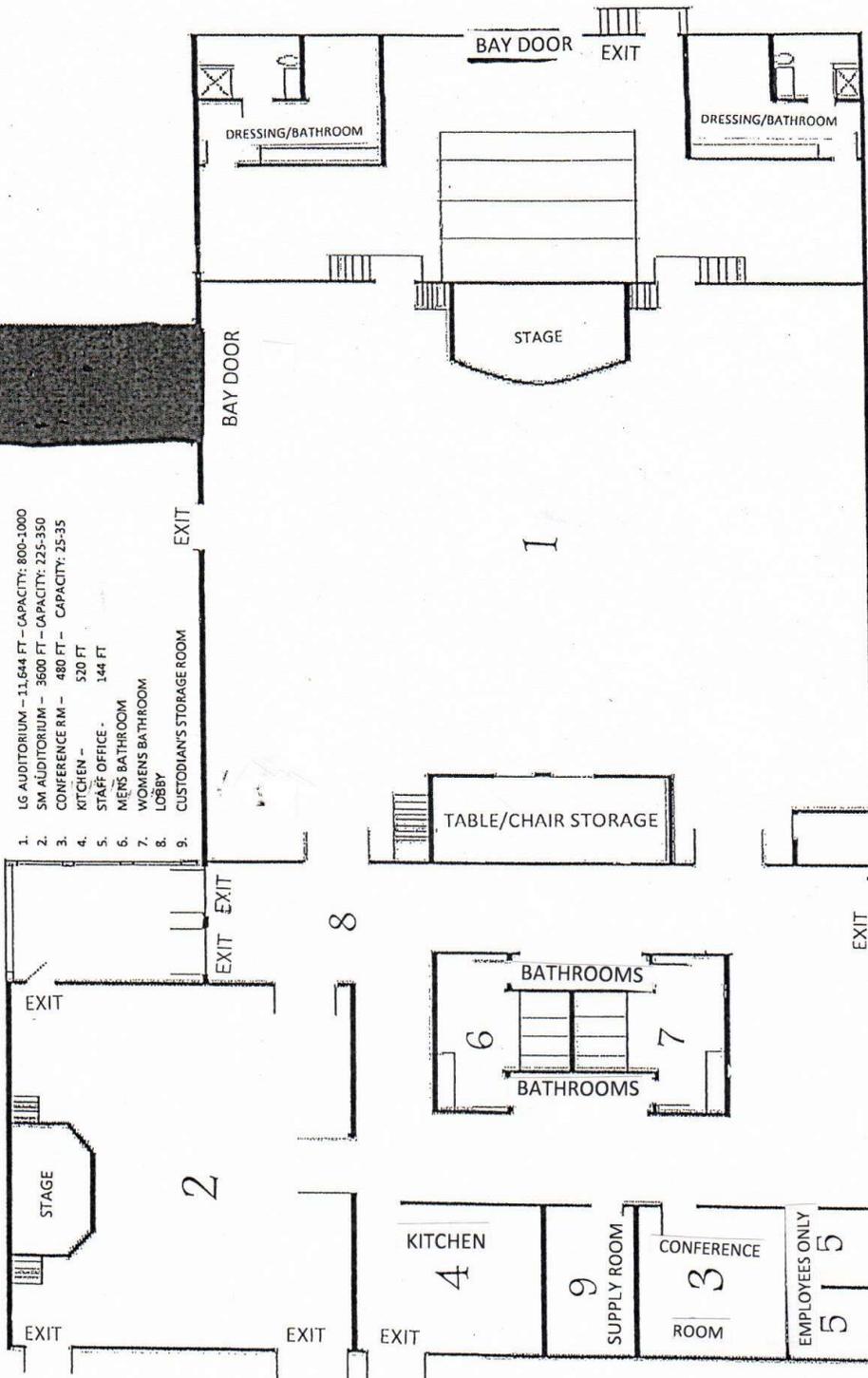
Room Square Footage and Fire Occupancy Load Capacity

Large Auditorium # 1	11,644 Sq. Ft.	Capacity	900-1200
Small Auditorium # 2	3,600 Sq. Ft.	Capacity	200-300
Sm. Meeting Room # 3	480 Sq. Ft.	Capacity	20-30

All rented space(s) will also include a deposit equal to ½ the entire rental fee.

JONES COUNTY CIVIC CENTER

- 1. LG AUDITORIUM - 11,644 FT - CAPACITY: 800-1000
- 2. SM AUDITORIUM - 3600 FT - CAPACITY: 225-350
- 3. CONFERENCE RM - 480 FT - CAPACITY: 25-35
- 4. KITCHEN - 520 FT
- 5. STAFF OFFICE - 144 FT
- 6. MEN'S BATHROOM
- 7. WOMEN'S BATHROOM
- 8. LOBBY
- 9. CUSTODIAN'S STORAGE ROOM



DESIGN YOUR SPACE

Round Tables _____ Rectangle Tables _____ Elbow Tables _____

Metal Chairs _____ Plastic Chairs _____ Estimated Time Of Departure _____