



Market Pavilion Rental Application

418 E. Main Street, Moncks Corner, SC 29461

24 hour notice is required to rent facility

_____ Date of Application

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: _____ (M) _____

Date of use: _____

Type of use: _____ Type of Entertainment: _____

Time (start-finish): _____ Hours for Police Officer: _____

DEPOSIT: \$100.00 deposit required on all rentals. Applicant will be charged for any damage to the Market Pavilion over \$100.00.

RENTAL FEES: Full day 8am-midnight **(NOT INCLUDED IN DEPOSIT)**

	Town Resident	Non-Resident
Per Day Rental	\$250	\$350

ALCOHOL POLICY:

Renter will be required to pay for a Police Officer if alcoholic beverages are present (\$30 per hour with a minimum payment of 4 hours - \$120)

THE MAXIMUM OCCUPANCY IS

280 PEOPLE WITH CHAIRS AND 130 WITH TABLES AND CHAIRS

Name and address refund is to be mailed: _____

**Copy of Driver's License or I.D. Attached _____
Staff Initials

LIABILITY

PLEASE INITIAL EACH OF THE FOLLOWING:

In consideration of being conditionally allowed to use the Depot, the undersigned Person Responsible, individually, and also the named Organization (if any) (Person Responsible and Organization, if any, referred to hereinafter, collectively, as "RENTER") hereby agree as follows:

- _____ 1) The applicant must be 21 years of age or older and agrees to assume full responsibility for injury to persons or damage to property during the time the building is being rented under this agreement. He or she further agrees that the character of entertainment will conform to that stated on the application. THE TOWN RESERVES THE RIGHT TO CANCEL THIS CONTRACT AT ANY TIME.**
- _____ 2) The RENTER accepts and shall fully comply with the Town of Moncks Corner Code Ordinances and the South Carolina State Law.**
- _____ 3) The RENTER hereby states that he/she agrees to be present at all times throughout the private use of the Depot facility.**
- _____ 4) The RENTER shall pay in advance, with this application fee (s) listed above for each day of use and a \$100 security deposit by check, cash or MC/Visa only.**
- _____ 5) Security deposit will be returned to the RENTER if the rented facility is restored to a condition as it was prior to use by the RENTER. In the event any damage has been done to the rented facility and has not been properly repaired, the TOWN reserves the right to forfeit the security deposit to cover repairs. **In the event damages are done to the TOWN property exceeding the amount of the security deposit, the TOWN reserves the right to charge the RENTER for the additional expenses.** The security deposit is not to be considered liquidated damages.**
- _____ 6) The RENTER shall be directly responsible for any damage done during the rental period. If an Organization is named, the RENTER and the Organization shall be jointly and severally responsible.**
- _____ 7) The RENTER hereby agrees to indemnify, defend and hold harmless the Town, its agents, servants, employees, assigns and independent contractors of and from any costs, fees (including Attorney fees of an Attorney of TOWN's choosing) and all liability arising in any manner whatsoever with regard to personal injury or property damage that may arise during the RENTER's preparation, use or subsequent cleaning and repair of the Town facility and related activities.**
- _____ 8) All fees as established, in addition to the security deposit, must be paid at the time of application or the TOWN will not grant to the RENTER use of the facility. **Cancellation must be made in writing one (1) month prior to your event date. Failure to do so will result in forfeit of deposit refund. Persons scheduling the Depot for events less than 30 days in advance will not qualify for refund if canceled prior to the scheduled event.****
- _____ 9) It is unlawful to serve alcohol to anyone under the age of 21. You must comply with SC State Law. Beer/Wine and/or Liquor license will be required.**
- _____ 10) Any and ALL TOWN use of the facility shall take precedence over the private use. The Town of Moncks Corner reserves the right to enter the facility and use it as necessary, even during the private use.**
- _____ 11) Town not responsible for items left behind.**
- _____ 12) There will be NO SMOKING in the facility.**
- _____ 13) All jump castles must be anchored down per the manufacture specifications. **Water slides are not permitted on facility premises.****

THE ACCEPTANCE OF THIS FORM CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED. AT THE DISCRETION OF THE TOWN OF MONCK'S CORNER PARKS AND RECREATION DIRECTOR, IN SOME CASES RENTAL OF TOWN FACILITIES MAY REQUIRE APPROVAL BY A TOWN BOARD.

Authorized Signature of Renter
(Must be 21 or Older)

Date

Approved by Special Events Coordinator

Date

A copy of approved Rental Agreement must accompany renter at time of use of facility

CUSTOMER CHECKLIST FOR MARKET PAVILION

IN ORDER TO RECEIVE A REFUND OF YOUR DEPOSIT the following must be completed immediately after use. Someone representing the town will check the facility within 24 hours.

CLEANING SUPPLIES AND TRASH BAGS ARE NOT SUPPLIED. You must supply your own. Toilet paper and hand towels will be in the restrooms. You may want to bring refills.

- TRASH CANS:** trash cans dumped completely into roll carts
- GARBAGE:** put in trash bags, place in the roll carts outside the building
- ALL TRASH:** outside the building or in the parking area must be picked up. Includes confetti and cigarette butts.
- CONCRETE FLOORS:** swept
- BATHROOM FLOORS:** mopped with mild floor cleaner. No bleach.
- BOTH BATHROOMS:** cleaned and disinfected, empty trash cans. No bleach.
- NO MARKS:** Nothing may be attached to the walls, posts, or ceiling. Holes will be charged \$5 each for repair.
- TURN OFF:** all lights, fans, and water faucets (fire place if rented)
- ALL DOORS:** closed completely and locked
- KEYS:** returned the morning of the next business day.
- TABLES AND CHAIRS:** wiped clean with a mild detergent. All tables and chairs must be returned to their original location. (if rented)

RENTER will be responsible financially for any and all damage done to the facility during their rental period, including damage exceeding the \$100 deposit.

FAILURE TO COMPLY with the above requirements will result in forfeiture of the security deposit.

I have received a copy of the Market Pavilion Checklist and agree to comply therewith:

Renter

Date