



Town of St. George Rental Agreement

305 Ridge St.

St. George, SC 29477

Phone (843) 563-3032 Fax (843) 563-8238

FACILITY: Council Chamber ☐ Civic Center ☐ Park ☐

CHECK THE FACILITY ABOVE YOU WISH TO RESERVE.

THERE IS NO ALCOHOL ALLOWED ON PREMISES

Rental Hours are from 8:00am to 10:00pm

Date of Event: _____ Type of Event: _____

Will there be any goods sold at the event? (if yes details) _____

Organization Name: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone # _____ # of guests attending event _____

Event Opening Time _____ Closing Time _____

For park rentals only: It is important that you check if electricity is needed in the park or it will not be available for your event. Check Yes _____ No _____

Deposit Amount Received _____ Rental Amount Received _____

Form: **CASH ONLY** _____ Form: CASH / CHECK _____

Date Received _____ Date Received: _____

Key# _____

Release and Indemnification

In consideration for being permitted to use the facilities, the Town of St. George Applicant agrees to indemnify, release and hold harmless The Town of St. George, its officers, employees, insurers, from and against all liability, claims, and demands which are incurred, made or brought by any person or entity on account of any damage, loss or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind which arise out of or are in any manner connected with the use of the facilities whether any such liability, claims, or demands result from the act, omission, negligence, or other fault on the part of the Town of St. George, its officers, or employees or from any other cause whatsoever.

By signing below, I acknowledge I have received, read, understand, and agree to the Renters Checklist and have received a key to the above-listed facility.

Signed: _____ Date: _____

(Signature of User or Organization Representative)

Signed: _____ Date: _____

(Witness by Town's Representative)

NOTE DEPOSIT WILL BE GIVEN TO WHOMEVER RETURNS THE KEY

Deposit returned to _____
Print Signature Date

Deposit has not been returned due to: _____

TOWN OF ST. GEORGE RENTAL PROCEDURES

Reservations may be made in person at Town Hall (office hours are Monday-Friday, 8:30AM-5:00PM).

Facility Rental Fees

Deposit fees are the equal to the rental fees and are due with contract to reserve a date.

Park rental fee is \$75.00 and reserves the one shed with the fire place and keys to restrooms and gates. The other shed is on first come first serve basis and others are allowed at the park during your rental. Hours are 8:00am until sunset. Be sure restrooms, shed, and park area are clean before leaving. The Park Street gate should be locked before leaving. This gate is used by renters and staff only.

_____ Initial

Council Chambers- rental fee is \$150.00. The room include's 12 rectangular tables and 24 chairs and men's and women's bathrooms. Capacity: maximum capacity for this room is 73 people. Available hours are 8:00am until 10:00 pm. **NO FOOD OR DRINKS ALLOWED IN THIS ROOM.** Use the check list provided for cleaning.

_____ Initial

Civic Center rental fee is \$350.00. The room include's the warming kitchen, ice machine;and men's and women's bathrooms. Also included are 10 round tables and 78 chairs. Capacity: maximum capacity for this room is 109 people. Available hours are 8:00am until 10:00 pm. Use the check list provided for cleaning.

_____ Initial

The following policies apply to all rental properties listed above.

Reservations: Reservations for use of any facility are not valid until the signed contract and the deposit is received by the town. The total rental fee is due before the last business day before the event when keys and alarm code are given. Keys must be returned on the business day immediately following the event unless event is on Saturday then it will be the following Monday. Business hours are Monday-Friday 8:30am to 5:00pm.

Damage/Key Deposit: Damage/Key Deposit is equal to the rental fee and must be paid in cash to reserve the facility. The deposit may be withheld at staff's discretion for actions included but not limited to the following:

- Failure to return keys two business days after the event;
- Failure to clean the facility and equipment per the provided check list;
- Any damages to building or equipment provided;
- failure to cancel reservation 14 days prior to the event;

The lessee may be charged an additional amount for repair, replacement, or major cleaning if costs are higher than the deposit.

_____ Initial

RENTER CHECKLIST Alarm Code to Disarm # _____ Alarm Code to Arm # _____

In order for your security deposit to be refunded, the following must be completed immediately after use.

A staff member will check the facility following each reservation to ensure compliance.

- Alarm pad located on the wall will need to be disarmed and re-armed; by using the alarm coded given to you.
- NO smoking in the building.
- ALL music MUST cease by 10:00 PM.
- Only damage free hangers allowed on walls and be must remove before leaving. No nails, staples, tape, glue, etc.
- Kitchen counters MUST be wiped clean (with mild detergent).
- Refrigerator MUST be wiped clean. Leave NO food behind
- ALL floors MUST be swept / (vacuumed Council Chambers). Floors must be mopped with mild floor cleaner if any spillage occurs
- Bathroom MUST be cleaned and disinfected.
- Tables and chairs MUST be wiped clean with a mild detergent and returned to their original location.
- Trash cans MUST be emptied, and trash is to be placed in cans outside of the building. New bags should be placed back into the indoor cans. NOTE: The Town will supply you with a bag in each can and a replacement bag for each can. If other bags are needed you must bring your own.
- ALL trash outside of building, in the grass or in the parking area MUST be picked up (includes confetti and cigarette butts, candy wrapper).
- Thermostat MUST be set to appropriate temperatures (A/C: 70⁰; Heat: 55⁰) and set to Auto.
- Turn off ALL lights.
- Alarm must be set anytime you leave the building. To disarm or arm the building refer to the code above.
- ALL doors MUST be closed completely and locked.
- Key MUST be returned by the next business day (morning).

* Please note that cleaning supplies and extra trashcan bags are NOT supplied, renter is responsible for providing his/her own additional bags. Toilet paper, soap, hand towels, broom, mop, bucket, and replacement garbage bags, will be provided.

Renter shall be held responsible if the area used is not left in the same condition at the end of usage as it was found to be at the beginning. If for any reason there is damage to any part of the area as a direct result of renter or renter's guests, the extent of damage as determined by the sole discretion of the Town of St. George, shall be determined and will be billed to the renter, and shall be paid no more than 30 days from the billing date. If payment is not received from the renter within that time, all future usage requests will be denied until such time as payment is received and, in addition, Town of St. George may take legal action to recover costs, including attorney's fees.

Renters Signature

Date