

OPERATING AND RENTAL POLICIES

TOWN OF BLACKVILLE BLACKVILLE COMMUNITY CENTER

**Recommended for your safety and the safety of others, please practice social distancing and the wearing of mask. **

We welcome your inquiry into the use of the Blackville Community Center and we hope that your activity is smooth and successful. We hope the following conditions and operating rules will guide you through a successful experience.

The Blackville Community Center is located at 19464 Solomon Blatt Avenue on the corner of Reynolds and Solomon Blatt Avenue. The main entrance is located on Solomon Blatt Avenue. The working entrance is located on the rear right side of the building. There is a catering entrance, a stage door entrance, and a dressing room entrance in the rear of the building.

1. **Reservations:** Reservations for use of the Blackville Community Center is made on a first-come, first serve-basis. Reservations may be made up to twelve months in advance. Requests for reservations of the Blackville Community Center must be made through the Blackville Town Hall, located at 5983 L'Artigue Street, Blackville, South Carolina 29817. Reservation information is available at (803)284-2444. **Reservations are not valid until a completed reservation form is submitted and a deposit of \$100 and a \$10.00 inspection fee is received by the Town of Blackville. Reservations must be confirmed within 10 days of the reservation, otherwise canceled.** The \$100.00 deposit is refundable with cancellation of reservation at least 30 days prior to the date of the activity. **The deposit is pro-rated after 30 days, refunding \$50 with cancellation. However, after the 15th day, the total deposit is non-refundable**
2. **Damage Deposit:** The initial deposit should be considered as a damage deposit. This deposit is refundable within two weeks after the activity, only if the facility is left in acceptable condition and all equipment used is left undamaged, or if the reservation is canceled 30 days prior to the activity. The lessee is responsible for any damage(s) to the facility or equipment while leased and may be charged in addition to the damage deposit for repair, replacement, and/or cleaning. Cleaning of the facility after an event is the responsibility of the lessee. **Chairs should be placed on racks and rolled under the bleachers, all tables will be taken down by the town employees and put away.**
3. **Hours Available:** Normal use of the Blackville Community Center is from 8:00 a.m. until until 11:00 p.m. daily. (See Item #11)
4. **Alcohol/ Smoking :** Smoking and Alcoholic Beverages **are not** permitted on the grounds or inside of the Blackville Community Center

5. **Capacity:** The Blackville Community Center has an unseated capacity of 875, plus 125 in the bleachers totaling a capacity of 1,000. Seating capacity for the floor depends upon the arrangement for your activity with seats, and/or tables.

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6. **Security:** At the Mayor's option, and at the lessee's expense, the lessee may be required to provide one or more Blackville Police Officers as may be determined by the occasion or the attendants. The Mayor shall make this determination after reviewing the application for reservation.
7. **Parking:** Parking is available on Solomon Blatt Avenue, Reynolds Street, L'Artigue Street, Pascallas Street, and Main Street.
8. **Catering Provisions:** Rental of the Blackville Community Center may include rental of the catering kitchen. The Blackville Community Center does not provide plates, utensils, tablecloths, or preparation materials, and the lessee is responsible for preparation and cleanup of the kitchen.
9. **Conference Center Services:** The Blackville Community Center can provide tables and chairs for conferences.

<u>Quantity</u>	<u>Description</u>
186	Chairs
15	8 Foot Rectangular Tables
10	60" Round Tables Seats 8 (Rental \$6.00 ea.)

10. **Open Access:** The Blackville Community Center reserves the right to open access at all times to all space occupied by the lessee, during events.

11. **Rental Fees:** The basic rental time for the use of the Blackville Community Center includes the time used for preparation of and clean-up after the event (from the time the building is opened until the time it is closed). The basic rate is \$250.00 plus the \$100.00 damage deposit and \$10.00 inspection fee (non-refundable). Round Tables seats 8 (\$6.00 each). If your event will require the use of the center after 11:00 p.m., **you must** make a written request to the Mayor for approval in advance. Without prior approval by the Mayor or the Mayor's representative, under no circumstances will events be allowed to proceed beyond 11:00 p.m. The building must be secure by midnight unless prior arrangements have been made at Blackville Town Hall. The Town of Blackville reserves the option to charge for additional hours of use beyond the reserved times, and for the convenience of the lessee. The Town of Blackville will bill the lessee for any additional hours.

12. **Rehearsals/Advance Preparation:** Rehearsals and advance preparations requiring use of the facility prior to event date will require booking the facility for an entire day. No hourly rates are available. Additional days should be booked at the time of event booking at a rate of \$125.00 each additional day, insurance is also required for each day.

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13. **Liability:** The lessee is responsible for any damage or breakage of any portion of the Blackville Community Center and agrees to replace in full any damage done to the facility while under lease. The lessee also agrees to hold the Blackville Community Center and the Town of Blackville harmless in any way for accident(s) or injury (ies) which may occur to a person or persons on the premises during the lease period. The lessee is also required to purchase "**Tenant User Liability Insurance.**" (Additional information can be obtained by calling or stopping by Town Hall). The insurance Certification Binder must be received in the office five days prior to your scheduled event, and the Town of Blackville should be listed on the certificate as additional insured.
14. **Sublease Prohibited:** The lessee shall at no time assign or permit any other person to lease the space covered by this agreement without the written consent of an authorized agent of the Town of Blackville.
15. **Lessee's Responsibilities:** The lessee or his/her designee will be held responsible for preparation and clean-up. The contact person must be present during preparation for the event and clean-up. An authorized agent of the Town of Blackville will address any problems or concerns to the contact person. Facility clean-up and removal of property of the lessee is the responsibility of the lessee. The Town of Blackville is not responsible for any property of the lessee left in the building after an event. The lessee is responsible to assist any disabled person(s) in attendance at an event with participation and access. The handicapped ramp cannot be blocked or obstructed.
16. **Special Events:** As determined by the Town of Blackville, requests to hold certain special events in the Center may require approval from the Fire Chief of the Town of Blackville.
17. **ADA Compliance:** The lessee warrants that it is in compliance with the Americans with Disabilities Act (P. L. 101-336), and that it will, in carrying out the requirements of this lease, comply in all respects with provisions of the Act and its implementing regulations.
18. **Sign and Decoration Placement:** No types of chemicals, paint, toxic materials, tape, glue, tacky substance, nails, tacks or other materials are to be used on the walls or support post in the Blackville Community Center
19. **Sound Equipment:** State of the art sound equipment is available upon request. A request for use of the sound equipment must be made when lessee request the use of the facility.

The Town will then contact a qualified operator to operate the equipment during your event. A \$75.00 charge is required in addition to the deposit and rental charge. Fill out the attached sound system form to give complete information to be given to the operator.

20. **Thermostats**: The lessee is asked **not to change** the thermostats, the maintenance department of the town will set the controls the day of your event.

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