



Town of Pleasant Garden  
4920 Alliance Church Road  
Post Office Box 307  
Pleasant Garden, NC 27313  
Monday-Friday, 9:00AM – 5:00PM  
336-674-3002

Deposit Receipt # \_\_\_\_\_  
Rental Receipt # \_\_\_\_\_  
Refund check # \_\_\_\_\_

### Picnic Shelter Rental

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Rental Date: \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of attendees \_\_\_\_\_

Payments Due: Cash, checks or money orders only, no credit or debit cards accepted. Make checks payable to "Town of Pleasant Garden."

➤ Security/cleaning deposit due within 7 days of signing rental agreement:  \$30

- If you cancel the rental less than three (3) days prior to the date of rental, your deposit is forfeited.
- The deposit will be refunded within seven (7) days after the rental if the building is left in satisfactory condition. Please see the "End of Event Checklist" below.

➤ Rental fee due 7 days before event date:

\$60 for all day or less

**ACKNOWLEDGEMENT:** Use of alcohol is not allowed under this rental agreement. Decorations may only be hung using masking tape or painters tape – no screws, hooks or nails. Renter agrees to hold the Town of Pleasant Garden harmless in the event of injury or accident. I hereby agree to all terms and conditions for the rental of the Town Hall Picnic Shelter.

Signed: \_\_\_\_\_  
*Renter* *Town representative*

Date: \_\_\_\_\_  
\* \* \* \* \*

**END OF EVENT CHECKLIST: Renter must complete the following when rental is completed:**

- \_\_\_\_\_ Sweep floors and pick up trash. \_\_\_\_\_ Remove all decorations you brought.
- \_\_\_\_\_ Wipe tables \_\_\_\_\_ Pick-up trash in restrooms.
- \_\_\_\_\_ Put all your trash in the trash cans.

*TO BE COMPLETED BY TOWN STAFF*

Building inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
Deposit to be refunded: \_\_\_\_\_ Yes \_\_\_\_\_ No  
If deposit not to be refunded, list reasons: \_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS FOR THE RENTAL OF THE TOWN HALL PICNIC SHELTER

The renter agrees to rent the picnic shelter at the Pleasant Garden Town Hall located at 4920 Alliance Church Road, Pleasant Garden, NC 27313 from the Town of Pleasant Garden. My signature above verifies that I understand the following rules and guidelines and agree to abide by them.

### **Renter agrees to hold the Town of Pleasant Garden harmless in the event of injury or accident.**

1. Confirmation of my reservation must be made by payment of the cleaning/security deposit to the Town within seven (7) days after making the reservation. If the deposit is not received by then, the requested date will not be held on my behalf. The rental fee must be received seven (7) days prior to the date of my rental. If I cancel the rental less than three (3) days prior to the date of my rental, there will be a forfeiture of my deposit. Admittance to the building is allowed on the day(s) of the rental only.
2. Under emergency circumstances, (*disaster, severe weather such as snow/ice storms, tornadoes, etc.*), the Town reserves the right to cancel any reservations after the event has been scheduled. If time permits, notice will be given to the Renter and a full refund of all deposit/fees will be made. However, if circumstances prohibit advance notification of cancellation, the Town will not be held responsible.
3. The rental fees for the picnic shelter are a refundable \$30 cleaning/security deposit plus a rental fee of \$60 for all day or less. Any requests for discounts will be considered on a case-by-case basis.
4. The Renter must be present the entire time the facility is being used. The Renter is responsible for the contents of the facility and should exercise appropriate supervision.
5. **Use of alcohol is not allowed for this rental under this agreement. No firearms or weapons are allowed.**
6. Damage to anything at the picnic shelter premises must be reported to the Town as soon as possible. If damage is found unreported, the security deposit will be used to cover the repair or replacement.
7. Decorations may be affixed to the walls only -- not to light fixtures, trim, etc. -- using masking tape or painters tape only. No nails, hooks, screws or other devices that could damage the walls may be used.
8. All trash -- including restroom trash and items dropped on the grounds -- shall be removed from the facility and placed in the dumpster
9. Any spilled food/liquids should be cleaned up immediately prior to securing the facility at the end of the event. The facility shall be left in a clean and orderly fashion.
10. Failure to abide by the rules set forth above will result in the loss of my cleaning/security deposit as well as revocation and/or denial of future rental opportunities. Refund of the security/cleaning deposit is solely contingent upon the Town's evaluation of cleanliness and is not negotiable.
11. Renter takes the picnic shelter "as is" and expressly releases the Town from any and all claims for personal injuries and/or damages of any kind arising out of renter's use of the facility. Renter also agrees to indemnify the Town and hold it harmless from any and all claims arising out of renter's use of the facility.