

CONTRACT FOR NON-RESIDENT RENTAL OF THE BOOE HOUSE WALKERTOWN, NC

- 1) Rental reservations must be made seven days in advance.
- 2) The Booe House may be reserved on the following days and times:

Monday through Saturday 8 a.m. until 10 p.m.
Sunday 1 p.m. until 8 p.m.

Reservations will not be accepted on national holidays and other days at the discretion of the Town of Walkertown.

- 3) All hourly fees plus a security deposit of \$100 is due **in full** with the signed contract in order to confirm the reservation. The security deposit is refundable on the next business day if all terms and conditions of this contract are met and all rules of the Booe House are honored.

- 4) The minimum rental time is two (2) hours.

- 5) The following hourly fees apply as follows:

NON-RESIDENT FEES

Entire Building: Hours 1 & 2 \$40/Hour – Additional Hours \$20/Hour

Full Day Rental: \$200

- 6) The rental area must be back to original condition and vacated by the end of the reserved time period.
- 7) Persons failing to comply with the rules of the Booe House set forth by the Town Council may be denied future use of the facilities.
- 8) No alcoholic beverages allowed.
- 9) No pets allowed in the Booe House.
- 10) Once a reservation is made, the hourly fee is non-refundable. Changes to the reservation date and/or time must be made seven days in advance and is subject to availability.
- 11) Town of Walkertown portraits and photographs may not be removed from the wall.
- 12) Town of Walkertown decorative items may not be removed from shelves or cabinets.
- 13) Only Town of Walkertown employees may adjust the thermostat and gas logs settings.
- 14) Group size is limited to 49 persons.

DATE OF RESERVATION: _____

TIME OF RESERVATION: From: _____ **to** _____

TOTAL HOURS RENTED: _____

Non-Resident Fees

Entire Building: Hours 1 & 2 \$40/Hour – Additional Hours \$20/Hour _____

Full Day Rental: \$200 _____

SECURITY DEPOSIT \$100.00

TOTAL FUNDS COLLECTED \$_____

My signature verifies that I am responsible for the group contracting to rent the area(s) specified and my signature verifies that I have read and fully understand this contract. My signature verifies that I agree to abide by the rules of the contract and all rules posted in the Booe House. I understand that I will receive a refund of the security deposit if all the terms of the contract are met and all Booe House rules are honored. I understand that failure to abide by the rules of the Booe House could result in suspension from the Booe House or arrest, if warranted.

Print name

Town Employee Signature

Signature Date

Street Address

City, State, Zip

Daytime Phone #

Evening Phone #

BOOE HOUSE

CLEAN-UP RESPONSIBILITIES

- 1) Before the end of the reserved time, straighten and clean up the rental area.
- 2) Please wipe off all chairs and tables used during the reservation with a damp cloth.
- 3) Sweep the floor. Brooms may be obtained from attendant on duty.
- 4) Leave the rooms in their original set-up.
- 5) Clean up spills and soiled areas with a wet mop as soon as they occur. Mops may be obtained from attendant on duty.
- 6) Clean up and wipe off the kitchen counter, sinks, and appliances.
- 7) Please do not dispose of grease and food in the sink.
- 8) Dispose of all trash in the trash cans located outside side entrance door. Trash bags are provided by the Town of Walkertown.
- 9) Remove all food items and ice from the refrigerator and the kitchen.
- 10) Nothing is to be affixed to the walls, ceilings, or floors.
- 11) Report malfunctions of equipment immediately to a Town employee or attendant.
- 12) Clean-up should be completed to the satisfaction of the attendant on duty in order to receive refund of deposit.
- 13) Personal gas grills or any type or size of cooker may not be brought in or used on Town Property.