

AGREEMENT FOR THE RENTAL OF THE
BILTMORE FOREST TOWN HALL SOCIAL ROOM

The Town Hall is available for rental on **FRIDAY EVENING, SATURDAY AND SUNDAY ONLY** to ensure that activities do not interfere with the operation of regular business of the Town.

Rental of the Social Room for _____ (day) _____ (date) _____ (time)

Type of Function: _____

Name of Renter: _____

Address: _____ Phone: _____

Photo ID: _____

The Town Hall Social Room is rented as an accommodation to residents of Biltmore Forest and not in order for the Town to realize a profit. The facility belongs to the people of the Town, and must be utilized with respect for our community, and the peace and quiet of the people who live here.

The following rules are the conditions for the rental of the facility:

1. Rental is only for the residents of Biltmore Forest. **The adult resident of Biltmore Forest must sign this contract and be in attendance of the event for the duration of the event.** The duration of the actual event shall not exceed four (4) hours.
2. Only one reservation will be permitted per household per month. All reservations may be subject to the approval of the Board of Commissioners.
3. Fees for rental are as follows:
 - a. \$300.00 Rental (Pre-paid check);
 - b. \$250.00 Deposit (Pre-paid check);
 - c. There may be a set up charge depending upon the event and time needed for preparation.Checks should be made payable to: the Town of Biltmore Forest
4. Please return a signed copy of this agreement accompanied by the two checks as indicated above, to arrive **no later than two weeks prior to the date of the rental. It is your responsibility to request a return of the deposit check, subject to Paragraph 6 herein.** Unclaimed deposit checks will be shredded 30 days after the date of the event.
5. The facilities will not accommodate any more than 60 people for any function at the Social Room. Please do not schedule events in which more than this number will participate.
6. The Town expects the room, kitchen and bathrooms to be left as clean as they were found, and will retain a portion of the deposit for any damage or expense necessary to place the room and its' equipment in its original condition. The Town will retain the deposit if debris and litter are left in the facility, outside the facility, or by vehicles leaving the facility.
7. For your protection, **ALL EXIT DOORS MUST BE UNLOCKED DURING YOUR FUNCTION.**

8. Beer and wine may be served to persons over the age of 21. In order to serve other alcoholic beverages a permit must be obtained from the Alcohol Beverage Commission Board. No alcohol may be consumed outside the building.
9. The Town Hall is a *no smoking* facility.
- 10. THE USE OF BALLOONS AND SILLY STRING ARE NOT ALLOWED. NO SIGNS OR ANY THING IS TO BE ATTACHED TO THE WALLS, CEILINGS OR ANYWHERE WITHIN THE HALL.**
11. There shall be *no deep fat frying*.
12. Under no circumstances is any liquid, including water, to be placed on the floor. Any liquid spilled should be cleaned up immediately to prevent damage to the wooded tiles.
13. For wedding receptions, please do not throw rice. Use birdseed instead to prevent damage to the floor, the littering of the ground and as a safety measure.
14. Consult the Police Department in order to have the doors unlocked, and to have them locked when you leave.
15. Heating and air conditioning will be adjusted by the Police Department (274-0822) or Maintenance Department (274-3919) no more than two hours prior to the time of use upon request.
16. Chairs, long tables and card tables are the property of the Town and are to be arranged by the renter, as desired, prior to the use of the hall. Same should be maintained in good order and returned as found.
17. The fireplace is available for your use.
18. The facility is not available for any type of commercial use. Merchandise may not be sold at the facility.

To the fullest extent allowable by law, the renter shall indemnify, defend (including the reimbursement of all attorney fees incurred by the Town of Biltmore Forest prior to the assumption of the defense of any case), and hold harmless the Town of Biltmore Forest, its various Board members, officers, and employees from and against all claims, demands, suits, judgments, actions and liability arising out of personal or bodily injury, disease or death of any person or damage to or destruction of any property (including economic losses) sustained by any person or entity (corporate or otherwise) that stems from or is attendant to the renter's use and occupancy of the leased premises or that arises, directly or indirectly, from the renter's activities on the leased properties, including but not limited to, the serving and consumption of alcohol by renter or anyone in attendance at the function for which the premises was leased.

Signature of Resident: _____
I have read and agree to all rules and conditions.

Date: _____

Received: Rental Fee \$300.00 Deposit \$250.00

Reservation Confirmed: _____

Date: _____