

TOWN OF ROCKWELL – LEGION BUILDING

8580 Hwy. 52



RESERVATIONS, TERMS AND CONDITIONS FOR RENTING THE LEGION BUILDING LOWER LEVEL

- MAXIMUM CAPACITY IS 80 PEOPLE. Tables and chairs are provided for 60 people. Extra Chairs May Be Available Upon Request.
- Building may be rented for a fee of \$75.00 (Plus a \$50.00 refundable security deposit shall be required. This shall be refunded after the building has been inspected by the Town and the key is returned by 5:00 p.m. the next business day.)
- The event must be over no later than midnight (12:00am) and the facility must be vacated no later than 1:00 a.m. for all private functions. Facility must be properly cleaned after your function.
- Liquor may be served and consumed provided the renter obtains the required permit from the North Carolina ABC Commission. Beer and Wine are allowed without a permit. The liquor permit is the responsibility of the individual renting the facility. A permit request form is available from the Town Office or the North Carolina ABC Commission. A signed rental agreement must be submitted with the permit request at least 14 days prior to event date.
- Alcohol is permitted inside the building only. No Alcohol Beverages shall be brought on the premises by anyone other than the individual or organization that holds the liquor permit.
- One (1) Rockwell Police Officer must be present if alcohol is served. It will be the responsibility of the renter to contract with an off-duty Rockwell Officer to provide security. Arrangements are made based on this contract with a Rockwell Police Dept. Officer. The assigned officer will be scheduled no later than two (2) weeks prior to event. The Officer Security Fee is paid at the time of scheduling.
- If no alcohol is served a police officer may be required for certain events. This will be at the discretion of the Police Chief and the Committee.
- Renter must be at least twenty-one (21) years of age. (If the event is primarily for those under age the renter must submit a list of responsible adult chaperones that will be at the entire event.)
- The use of tobacco products is not permitted on the premises.
- Illegal activity of any description will NOT be permitted.
- Weapons, Explosives and Pyrotechnics are NOT permitted on the premises.
- No pets are allowed inside the facility except service animals.

->

- Renter is liable for any damages to the building, its contents, and grounds.
- Those renting the facility are responsible for the conduct of their guests.
- The renter shall indemnify and hold harmless the Town of Rockwell from any liability.
- Excessive Noise” shall be grounds for immediate termination of this rental agreement.
- The use of nails, tacks, staples, pins or tape to attach decorations to any surface is NOT permitted.
- No open flames. The use of candles must be pre- approved.
- Those renting the facility are responsible for returning the facility in a condition similar to that upon arrival.
- Trash should be bagged and deposited in the waste containers outside the building.
- Doors MUST be locked when exiting.

Emergency issues after Town regular business hours concerning the facility may be directed to PUBLIC WORKS at 704-279-2180 – Press Option 5 for after hour emergencies.

WIFI PASSWORD – Rockwell8580

The Town Board of Aldermen reserves the right to refuse usage of the facility to anyone who violates any of the above rules.

Name: _____

Date Reserved: _____

Times:

Guest to arrive: _____

Event to begin: _____

Last guest to leave: _____

Address: _____

Alcohol Served: Yes ___ No ___

Contact Phone Numbers: _____

Amount Paid: _____

Amount Paid Officer _____ (\$25/hr)

I the undersigned state that I have read and agreed to the rules and regulations as listed above.

Applicant’s Signature

Approved by: _____

Comments/Pre-Approvals _____
