



Facilities Rental Form

(Effective 07/2021)

**Rental applications accepted at Town of Pittsboro "Town Hall", Monday – Friday, 8:30am – 4:00pm
P. O. Box 759, 635 East Street, Pittsboro, NC 27312 (919) 542-4621 ext. 1100**

Applicant Name: _____ Date of Birth: _____

Email Address: _____ Phone Number: _____

Street Address: _____ City/State: _____ Zip: _____

Facility-CIRCLE ONE	Rental Fee- 2 hr minimum	Capacity	Amenities	Fees owed
Knight Farm Pavilion 7am-9pm <i>Located at 362 Vine Parkway</i>	\$35/hr (Resident) \$70/hr (Non-Resident)	50	Electricity, lights, restrooms, water charcoal grill, eight (8) picnic tables	Rental \$ _____ Deposit \$ _____
Community House 8am-10pm <i>Located at 65 Thompson St.</i>	\$35/hr (Resident) \$70/hr (Non-Resident)	143	Electricity, lights, restrooms, ten (10) folding tables, seventy-five (75) chairs, kitchen (no appliances)	Rental \$ _____ Deposit \$ _____

A "Pittsboro Resident" is defined as someone who resides within the Corporate Limits of the Town of Pittsboro. If you are unsure of your residential status, please call (919)542-4621. It is possible to have a Pittsboro address assigned by the US Postal Service and not reside within corporate limits.

ALL RENTALS REQUIRE A \$250 REFUNDABLE RENTAL DEPOSIT (cash or check only)

Reservations must be requested two (2) weeks in advance and up to a maximum of ninety (90) days prior to date.

Rental Date: _____ Day (Check one): M T W Th F S Su

Arrival Time: _____ Departure Time: _____

Type of Function: _____ Expected Attendance: _____

All fees (rental and deposit) must be paid in full prior to reserving facility.

Rentals must comply with the Town of Pittsboro Noise Ordinance Section 17-101 through 17-301.

RENTAL POLICIES:

- a) A maximum of six (6) rentals per calendar year may be held by an organization or individual per rental site.
- b) Any accessory equipment requested for placement adjacent to the permanent structures must be illustrated on a plan and approved by the Town Manager prior to reservations being completed.
- c) Items used in connection with rentals such as, but not limited to, stage sets, scenery, music stands and equipment, lighting etc. are the responsibility of the renter and may not be stored on-site. Any items left at the facility are not the responsibility of the Town of Pittsboro.
- d) No money may be collected on Town of Pittsboro property. Events which are ticket sale based must either be pre-purchased or sold electronically.
- e) Rental of the Knight Farm Pavilion does not limit access to the spray pad, playground, restrooms, parking lot or other facilities for the general public. The Town does not restrict park access during normal park hours.
- f) Community House keys are available for pick up on the following schedule:
 - weekday rentals on day of event between 8:30am-4pm
 - weekend rentals on prior Friday before 4pm

REFUND POLICIES:

- a) No rescheduling, credit, or refund, in any amount, excluding the rental deposit, will be made if persons/group cancels the rental event less than seven (7) business days prior to the rental.
- b) If persons/groups request a change more than seven (7) days prior to the rental event, all fees and deposits may be transferred subject to room availability and the availability of required staff. However, reschedule dates may occur no later than thirty (30) days from the original date.
- c) If persons/groups cancel seven to fifty-nine (7-59) business days prior to rental only a 50% refund will be issued upon written request. If persons/group cancels rental sixty (60) or more business days prior to rental a 90% refund will be issued upon written request.
- d) The Town of Pittsboro reserves the right to cancel reservations if such cancellation is deemed to be in the best interest of the Town or if the Playground is closed due to weather or other Acts of God. A full refund, including rental deposit, will be made if the Town cancels the rental.
- e) Renting party is responsible for leaving the building and grounds in clean, working condition and includes returning Community House keys to the Town of Pittsboro "Town Hall" within two (2) business days after the rental date.

RULES AND REGULATIONS:

- a) The party signing this application must be at least 21 years of age and shall be responsible for any and all damage or misuse of Town Property and shall be responsible for the full replacement cost for any breakage, loss or damage, via a portion or full forfeiture of the \$250 rental deposit and/or additional monies if costs exceed the deposit amount.
- b) NO ALCOHOLIC BEVERAGES are allowed to be served or consumed on Town Property.
- c) The Town reserves the right to deny any rental application where the proposed use is deemed to conflict with planned programs or adjacent or existing rentals or if the Town determines that such use conflicts with any Town policies, or Town, State, or Federal regulations.
- d) Facilities cannot be rented by persons or groups for purposes of making a profit, on-site fundraising, auctioning, selling, trading or exchanging products and services UNLESS by a qualified group exhibiting proof of nonprofit status at time of application and with the prior approval of Pittsboro Town Manager.
- e) Any rental amendments must be made at least seven (7) business days prior to the date of rental. This includes but is not limited to requests for change of shelter.
- f) Rentals are booked on a first come first served basis and cannot be renewed at the end of the rental agreement.
- j) The following shall be prohibited within or on the facility premises: 1) all illegal drugs or other substances, 2) weapons of all kinds except for Law Enforcement Officers in the execution of their duties 3) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, 4) and/or any other action deemed necessary by the Town of Pittsboro, or its designee, to protect the health and welfare of the public, employees or the facility.

RENTAL DEPOSIT REFUNDS:

- a) Upon full compliance with all the referenced contract conditions, Town of Pittsboro staff will send to the Pittsboro Finance Department, a Refund Request, after calculating any applicable charges subject to deduction from the rental deposit.
- b) Rental deposit refunds are issued to the Pittsboro Resident or Non-resident making the application for the rental.
- c) Under normal conditions the Pittsboro Finance Department issues any refund via mail, within two (2) weeks of the rental.

STATEMENT OF WAIVER:

I, for myself or as parent or guardian, hereby assume all the risks and hazards incidental to the conduct of the activities, including but not limited to, potential exposure to COVID-19 or other airborne illnesses. I release, absolve, and indemnify the Town of Pittsboro, employees of the Town, volunteers, contractors and/or sponsors from all risks and hazards associated with the activities and in the event of injury, do expressly waive all claims against them. I understand that no insurance coverage is provided for my use by the Town of Pittsboro Parks and Recreation Department. I further give permission for proper emergency care to be rendered to myself or child should I not be available or able to give such permission. I agree to abide by current state and federal guidelines, restrictions and recommendations concerning COVID-19.

Applicant Signature: _____ Date: _____

*****Submit rental fee, rental deposit and application form*****