This application must be submitted to the Angier Town Hall with a rental fee for reservation, as well as a key deposit. **WE DO NOT** accept checks for rental fees, however credit/debit cards, money orders, and cash are allowable methods of payment. There is a rental fee of $200 for Town of Angier in-town residents, and a rental fee of $400 for those out of town. Additionally, there is a $200 initial deposit. This deposit is refundable, however your deposit **WILL NOT** be refunded if **ANY** of the Rules/ Regulations are not followed. The deposit will be refunded within two (2) weeks from the reserved date **ONLY IF** there is no damage, facility is left clean, and **ALL** of the rules have been followed.

Renter Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 **(the address you want the refund check mailed to)**

Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*IF ANY OF THE FOLLOWING RULES ARE BROKEN, YOU AUTOMATICALLY FORFEIT YOUR DEPOSIT\*\***

I certify that the above-named person/group is non-profit in nature and I am authorized to act on behalf of this person/group and that said person /group will be responsible for adhering to all policies and procedures for use of the Angier Stage, Depot & Grounds. I/We agree to the following rules and regulations:

1. **NO drugs or alcoholic beverages, including beer, are permitted on premises.** -Angier Police will be doing occasional walk-throughs, and if alcohol is found on premises you will be considered trespassing/violating contract and asked to leave immediately.
2. **NO smoking on premises.**
3. **NO group or individual may use the facility or grounds for any type of profit purpose. -**Civic groups may be granted the privilege of use of the Depot for specific fundraising purposes upon approval of the Town Manager, and may be required to present a Federal Tax Exempt Number from the US Internal Revenue Service.
4. **You must be at least 21 years old to rent Angier property.** -Youth groups requesting use of facility and grounds must assure adequate adult (21+) chaperones for such events.
5. **Upon request of the Town Manager, police security will be required (at user’s expense) before a reservation request is approved.**
6. **Smoke or fog generating equipment or apparatus is allowed pursuant to a permitting process with guidelines. Sound level shall comply with the Town’s ordinance and sound amplification permit requirements.**
7. **The following housekeeping must be completed:**

-Stage, Depot, grounds, and gazebo must be left free of all trash

-Depot building must be swept AND mopped

-Empty all trash cans into carts outside

-Thoroughly clean all appliances

-Fold all tables and chairs and place on racks

-Do not drag equipment on floors or abuse wood surfaces

-Do not put nails, tacks, or tape on walls. No confetti or glitter allowed

-Do not leave any food or drink on premises

-All lights and fans must be turned off. All windows and doors must be locked before leaving the facility

-Thermostats must be set back to their original settings- 75 for spring/summer, 68 for fall/winter

-Complete building check-off must be checked before leaving building to ensure no other fire hazards exist.

1. **Rental begins at 6:00 am of the reserved day for use and ends at 11:00 pm that same day. YOU MAY NOT ENTER THE BUILDING BEFORE 6:00 AM OR AFTER 11:00 PM ON THE RESERVED DAY.**
2. **A cleaning check list and key to the depot may be obtained at the Town Hall during office hours** (8:00am-5:00pm M-F). **You must pick up the key the day before your reserved date, no exceptions. When you are finished using the facility on your reserved date, the key to the facility and the check list must be placed into the top of the black antique stove in the Depot.**
3. **The Town of Angier assumes no liability for accidents resulting in injury on premises or responsibility for any food, equipment, or other materials left.**
4. **Maximum number of occupants allowed inside the Depot is 100.**
5. **For any emergencies, please call (910)-893-9111.**

**I further understand that failure to comply with the Policies and Procedures for the use of Angier Town property and the above Rules and Regulations may result in the forfeiture of the reservation/damage/cleaning/key deposit, and payment of additional damage fees. Resulting in the loss of privileges for future rentals.**

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