

Town of Clover  
 P O Box 1060  
 Clover, SC 29710  
 803-222-9495  
 Fax 803-222-6955  
 Larne Building: 103 N Main Street

## LARNE BUILDING RENTAL CONTRACT

\*Renter: \_\_\_\_\_

\*Renter is defined as the person responsible for the building during the rental time. Must be age 21.

Renter's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Renter's Phone #: \_\_\_\_\_ (h) \_\_\_\_\_ (w)

Organization: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_ Unlock for setup: \_\_\_\_\_ Lock after: \_\_\_\_\_

**Is the gathering open to the public?**      **Yes**   **No**

**Will food be served?**                      **Yes**   **No**      **Caterer\*:** \_\_\_\_\_

**Will an admission be charged?**           **Yes**   **No**      (If yes, must have prior approval from the Town)

**Will alcoholic beverages be served\*?**   **Yes**   **No**      **Beer**   **Wine**   **Liquor**

\*Caterers and/or Licensed Bartenders must furnish certificates of liability insurance, workman's comp, and proof of beer and liquor licenses prior to the event. They are also required to have a Town of Clover Business License.

**Are you interested in Tenant User Liability Insurance?**      **Yes**   **No**  
 If yes, visit [www.onebeaconentertainment.com/e/tulip/apply.aspx](http://www.onebeaconentertainment.com/e/tulip/apply.aspx) for a quote. Expect to pay between \$75-\$100 for coverage.  
 Entity ID Code 0501-713

**Fees** All rental fees must be paid five (5) working days prior to the rental date.

	<u>In-Town Residents</u>	<u>Non-Residents</u>
Friday, Saturday, Sunday	\$300 per day	\$400 per day
Monday – Thursday	\$150 per day	\$200 per day
Consecutive Day Rental	\$100 per day	\$100 per day

**Maximum number of occupants: 360**

Included with Rental:  
 100 folding chairs, 9-5' round tables, & 5-6' rectangular tables

\$150.00 security deposit is required to guarantee reservation; returned within thirty days following the rental. **Deposits are non-refundable due to cancellations.** Town reserves the right to withhold the security deposit if either the Rules or the Clean-Up Policy are violated.

***Renter is financially responsible for all damages to Town property incurred during rental.***

### RULES FOR THE RENTAL OF THE LARNE BUILDING

❖ **NO TOBACCO PRODUCTS IN THE BUILDING** – Any tobacco use will result in the loss of security deposit and immediate eviction.

- ❖ **PARKING FOR LARNE BUILDING IS LOCATED IN REAR LOT.** Please use only the spaces directly in front of building and leave other spaces for adjacent businesses. **ALLEYWAY** behind building must be kept free of vehicles, equipment and people attending the event
- ❖ **THE FOLLOWING ACTIVITIES ARE PROHIBITED:** Covering front windows; burning freestanding candles; providing red wine or red punch; nailing or gluing anything to the walls, floors, ceiling or fans; throwing birdseed, rice or confetti in the building; standing on tables or chairs; destroying building or its contents; running in building or playing on stairs
- ❖ One adult must be present for each ten underage attendees
- ❖ Renter is responsible for set-up prior to the event and clean up after the event
- ❖ **ARTWORK MAY NOT BE MOVED FROM WALLS**
- ❖ **EVENT MUST END BY MIDNIGHT**
- ❖ **REPORT ALL DAMAGE AND/OR CLEANLINESS VIOLATIONS IMMEDIATELY TO TOWN HALL at 222-9495, leaving a message if necessary.**
- ❖ **THE SECOND FLOOR SHOULD NOT BE OCCUPIED BY MORE THAN TEN (10) PEOPLE.**

**THE TOWN OF CLOVER IS NOT RESPONSIBLE FOR ANY INJURIES OR DAMAGES INCURRED DURING THE RENTAL. THE TOWN RESERVES THE RIGHT TO REFUSE RENTAL BASED ON REQUESTED USE OR PRIOR RENTAL EXPERIENCE.**

**CLEAN UP POLICY**

- **SET A/C TO 82 DEGREES OR HEAT TO 65 DEGREES – Upstairs and Downstairs.** Keep thermostat on “Auto” - not “Fan”.
- **CHAIRS AND TABLES MUST BE STACKED AND RETURNED TO DESIGNATED AREAS**
- Building must be left in the condition it was found or better
- All renter/private chairs, tables, decorations and equipment must be removed
- All food must be removed from the building following the event. Dumpster is located in parking lot.

**By signing this contract the Renter agrees to abide by the Policies and Rules listed for the use of the building, certifies the above information is correct, and, if applicable, is authorized by the organization to sign on its behalf. Renter will abide by all state and local statutes and ordinances with respect to the serving and consumption of alcoholic beverages. Renter hereby releases the Town of Clover from any claims of injury or damages incurred during the rental.**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Approved: \_\_\_\_\_ Town Representative: \_\_\_\_\_

Security Deposit Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check# \_\_\_\_\_ Cash CCD

Rental Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check# \_\_\_\_\_ Cash CCD

Deposit Refunded: Date: \_\_\_\_\_ Check# \_\_\_\_\_ If not refunded, Why? \_\_\_\_\_

	Check-in	Check-out
Carpet Vacuumed.....	_____	_____
Kitchen Floors swept & mopped.....	_____	_____
Kitchen sink and drain board clean.....	_____	_____
Bathroom floors swept & mopped.....	_____	_____
Bathroom sinks, toilets clean.....	_____	_____
Trash placed in dumpster in back lot prior to leaving premises	_____	_____
Damages resulting from the event: _____		

Approved for Reimbursement:  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_

Revised Date 8-1-13