

RESERVATION AGREEMENT



1212 Magnolia Village Way, Leland, NC 28451
www.townofleland.com

Parks, Recreation, and Cultural Resources Department
Phone (910) 385-9891

Event Information

Classification: ☐ Resident ☐ Non-Resident ☐ For-Profit ☐ Non-Profit ☐ Government Organization
☐ Leland-Based Non-Profit

Lessee Name (Event Contact/Person Responsible): _____

Organization: _____

Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

☐ Multipurpose Room ☐ Hall Gallery ☐ Classroom ☐ Catering Kitchen ☐ Dressing Rooms

Name of Event: _____

Describe Event: _____

Event Date(s): _____ Day(s): M T W TH F SA SU (Circle all that apply)

Set-Up Start Time: _____ Event Start Time: _____ Event Clean-Up Time: _____ Time Out: _____

Approximate Number Attending Event: _____ Attendees Under the Age of 18: _____

Will Alcohol be Served? (Multipurpose Room and Hall Gallery Only) ☐ Yes ☐ No

***Read Regulation of Alcohol Service Policy carefully. There are no exceptions to this Policy.**

If YES to the previous question, please list the designated bartender or licensed caterer that will service the event.

(Required) Name: _____ Email: _____

Number of Attendees Under the Age of 21: _____

Will Food be Served? ☐ Yes ☐ No Caterer Name: _____ Phone: _____

List Tech Equipment Needed: _____

Additional Needs: _____

****Non-approved caterers require additional fees and paperwork and might cause delays in confirming rentals.***

RESERVATION FEES AND SERVICES



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Rental Fee Chart – First Four Hour Block Rate					
Rental Space	Resident	Non-Resident	Non-Profit	For-Profit	Leland Based Service Organization
Multipurpose Room	200	300	250	500	100
Catering Kitchen*	50	100	50	150	25
Art Gallery/Hallway*	100	150	100	200	50
Dressing Rooms*	50	100	50	150	25
Classroom*	100	150	100	200	50
Studio*	150	200	150	200	75
Rental Fee Chart – Additional Hourly Rate					
Rental Space	Resident	Non-Resident	Non-Profit	For-Profit	Leland Based Service Organization
Multipurpose Room	100	150	125	250	50
Catering Kitchen*	25	50	25	75	12.50
Art Gallery/Hallway*	50	75	50	100	25
Dressing Rooms*	25	50	25	75	12.50
Classroom*	50	75	50	100	25
Studio*	75	100	75	100	37.50

*These Rental Spaces are subject to availability during normal hours of operation.

Facility Reservation Fees	Unit Price	Qty.	Fee
Rental Fee – First Four Hour Block			
Rental Fee – Additional Hourly Rate			
Refundable Security Deposit	\$100		
Facility Reservation Service Fees*			
Non-Refundable Application Fee	\$40	1	\$40
Set-Up and Break-Down Fee	\$50	1	\$50
Cleaning Fee	\$50	1	\$50
Before Hours Staffing Fee	\$35/hour		
After Hours Staffing Fee	\$35/hour		
Tech/Lighting/Sound Fee	\$25/hour		
Late Rental Fee (After 11 p.m.)	\$200/hour		
Custodial Fee	\$35/hour		
Non-Approved Vendor Fee	\$150		
	Total Due		
Deposit – Required to hold reservation	50%		

*Fee waivers only apply to Facility Reservation Fees. Lessee will be responsible for any Facility Reservation Service Fees.

FACILITY USE POLICY

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Reservations

Reservations shall be granted on a first-come, first-served basis subject to availability of the requested date. The Town of Leland reserves the right to deny reservations to any person or group which, in the opinion of the Town, would be detrimental to the safety of the facility or reflect negatively on the Town of Leland.

No space or date shall be held as a confirmed reservation until a deposit of 50% of total fees due is paid as applicable to the requested facility (See Rental Fee Chart). Any unpaid balance must be paid, in full, thirty (30) days prior to the day of the reservation. In the event Lessee is making a reservation thirty (30) days or less prior to the date of the reservation, all fees must be paid in full the day of confirmation. There will be no delay in payments under these circumstances. Payments not received by this deadline shall result in cancellation of the reservation. Any changes to the agreement that incur a fee after the full payment is made and prior to the reservation must be paid in full as soon as changes are made. Any additional charges incurred during or as a result of the reservation shall be paid prior to the event conclusion.

All cancellations must be reported in writing immediately to the Town of Leland Parks, Recreation, and Cultural Resources Department ("PRCR") staff designee. Refunds will not include application fees. In the event of a cancellation:

- 100% of the total fees collected will be returned to Lessee if the Town/facility is closed for any reason and all rentals have been cancelled by the Town. Only the fees collected from the Town will be returned to Lessee; this would not include other expenses paid for by Lessee to a third party, such as a caterer, etc.
- 100% of the total fees will be returned if cancelled sixty (60) days or more before the reservation.
- 75% of the total fees will be returned if cancelled 59 - 30 days before the reservation.
- 50% of the total fees will be returned if cancelled 29 - 8 days before the reservation.
- No fees will be returned if cancelled seven (7) days or less before the reservation.

Reservations of Town facilities on published Town holidays shall be assessed at a premium rate of twice the regular reservation fee and will be subject to staffing availability. These holidays are defined within the Town of Leland Employee Policy Handbook, which can be found online at townofleland.com.

Lessee Representations

The Reservation Agreement for the use of the Leland Cultural Art Center space(s) must contain the legal signature of a person responsible, who is an adult age 21 years or older and is either Lessee, or designated by Lessee as a person with full authority to act on behalf of Lessee, in connection with this reservation and responsible for the event that is the subject of this reservation. By signing this reservation, Lessee represents and agrees that:

- Lessee will be in attendance throughout the entire event;
- Lessee is legally responsible for making sure all policies and procedures are followed by itself, its agents, staff, volunteers, members, invitees, attendees, or anyone else on the premises of the Leland Cultural Arts Center pursuant to its reservation;

- Lessee shall properly care for the facility and its contents; and
- Lessee is responsible for all damages to the facility caused as a result of their reservation or the actions of its guests.

The Reservation Agreement with a Lessee may not be transferred or assigned to any other person or group without the approval of a PRCR staff designee.

Insurance

The Town of Leland requires insurance coverage for all reservations that meet the limits of coverage as set out herein. Said insurance shall name the Town of Leland as additional insured.

If alcohol will be served, please also reference the Regulation of Alcohol Service Policy.

Non-Profits/Civic Groups/Business Organizations

☐ At least \$5,000,000 (each occurrence) in general liability or umbrella coverage or a combination of the two.

Private Citizens

These groups may not have an existing general liability insurance policy, in which case they should obtain a "Special Event" policy.

☐ At least \$1,000,000 (each occurrence) in general liability or umbrella coverage or a combination of the two.

☐ At least \$5,000,000 (each occurrence) in general liability or umbrella coverage or a combination of the two.

Insurance coverage must coincide with Lessee's contracted reservation date(s). If Lessee fails to provide evidence of insurance coverage prior to the scheduled reservation, the Town may cancel the reservation, and Lessee will forfeit all rights to the refund of any monies paid to the Town.

Indemnification

Lessee agrees to defend, indemnify, and hold harmless the Town, its staff, technicians, custodians, officers, employees, and representatives from and against any and all liabilities, demands, claims, damages, losses, costs, and expenses of any kind including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnitees as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action that arises out of, resulting from, or which would not have occurred or existed except due to Lessee's use of the facility and all matters associated therewith. This indemnity shall include, without limitation, any and all liabilities, demands, claims damages, losses, costs, and expenses, including attorney fees, caused, or alleged to have been caused, by negligence or any other acts of indemnity and arising out of Lessee's use of the facility and all matters associated therewith.

Lessee will identify the facility in use by the fully specified name, "The Leland Cultural Arts Center", on all printed material and advertising. No advertising or publicity of any nature may state or imply that the Town is responsible for Lessee's activities during the period of use. Copy and proofs of advertising are to be approved by the facility designee prior to the reservation.

Staffing and Vendors

Town staff are required to be on-site for all reservations held in Town facilities, including the Leland Cultural Arts Center. Staff are on-site to provide access to the facility and are available to assist in making reservations successful. Staff members on duty are not responsible for resetting tables and chairs or providing post-reservation cleanup services. Those services will be arranged in advance and applicable fees will be the responsibility of Lessee. Please inform the on-site staff member of any requests or needs that might arise, or in the event of an emergency.

All reservations, particularly after-hours reservations, are subject to staffing availability. All reservations must be appropriately staffed according to the type of reservation. Specialty staffing provided by the Town can include but is not limited to the following: lighting technician, sound technician, security, and custodial service. The Town will not be responsible for negotiating contracts between Lessee and any third-party vendor for staffing required outside of the specified staffing provided by the Town.

Security may be required for reservations serving alcohol and for any other reservations as deemed necessary by the facility designee. Applicable fees for security will be the responsibility of Lessee.

Rules and Regulations

Lessee understands and agrees that the Town does not relinquish the right to manage any of its facilities, at any time. The Town retains the right to enforce all necessary laws, rules, and regulations during a reservation. All Town authorized personnel may enter the facility being used and any other facility at any time, during any reservation without restriction whatsoever. All facilities, including the space that is being used and all parking areas, will always be under the control of the Town. The Town will not close during standard hours of operation for a reservation without prior written approval of the PRCR staff designee. Therefore, patrons taking classes may be entering the facility during reservation hours.

Lessee and its guests must conduct their activities with full regard to public safety and shall abide by these Rules and Regulations, as well as any other rules and regulations propounded by Town staff, their representatives, or any other duly authorized governmental official responsible for public safety. Failure to do so will result in immediate cancellation of the reservation and removal from the premises.

Lessee and its guests shall not enter any area of the facility not defined within the Reservation Agreement.

Lessee's access to the facility in furtherance of its Reservation Agreement is only allowed on the day of the reservation. No access is permitted to the facility prior to or after a reservation without advance permission of the PRCR staff designee. This includes but is not limited to the pick-up and drop-off of rented items by a third-party supplier. If Lessee needs to occupy the facility for planning or rehearsal purposes, there must be an advance request which will be calculated into the cost of the reservation.

The Town of Leland assumes no responsibility for the property of any Lessee or its guests while located in the facility or on the grounds. The Town does not provide storage. Please plan to remove all items and decorations at the conclusion of the reservation. Town staff will dispose of any items left from reservations and a service charge may be applied for such removal.

All exit doors must remain operable and no part of any hallway, corridor, or exit within or outside of the facility may be used in a way that obstructs its use as an exit.

No doors may be propped open at any time.

No vehicles are to be parked in an area that is not designated as a parking space unless instructed by the PRCR staff designee. Parking near the facility entrance, either in the front or back, will be permitted only for loading and unloading.

Certain reservations may require security personnel, at the discretion of Lessee, for the safety of the guests. If security personnel are deemed to be required, Lessee will contract with them directly.

The use of all tobacco products, including electronic cigarettes, are prohibited on Town of Leland property.

The use of bolts, screws, nails, hooks, tacks, tape, or similar fasteners to hang banners, posters, etc. on any wall, floor, ceiling, stage curtain, window, or door is strictly prohibited. Lessee may not hang anything from the ceiling or rafters at any time.

The use of paint, confetti, bubbles, and similar items are prohibited. If used, Lessee will incur additional cleaning charges. No birdseed, rice, glitter, colored powders, silly string, paint, fireworks (including sparklers), or open flame candles are permitted. Battery operated candles are permitted. Live plants are subject to approval by the PRCR staff designee. Silk and fresh cut flower arrangements are allowed. Only sterno-style heating elements, used by an approved caterer, are allowed.

No artwork can be removed or covered during any function.

No animals or pets, other than service animals, will be permitted inside the facility.

The removal of tables, chairs, or other equipment from the facility is not permitted. Removal of furniture from a lobby or seating area is not permitted. No tables and/or chairs are available for loan for off-site functions.

Standing on tables, chairs, bar, and lobby furniture is strictly prohibited.

Music is allowed inside until 11 p.m. Any exceptions to this rule must be approved by the PRCR staff designee. Music must be presented at an acceptable sound level so as not to disturb other activities within the center or the surrounding area. Sound levels indoors may not exceed a sustained 95 dB, while sound levels outdoors may not exceed a sustained 85 dB. Town staff can assist in setting the proper sound level and verifying with a decibel meter.

Lessee is advised that the Town of Leland has a sign ordinance. Any fines that result from illegal signage placed by Lessee will be the responsibility of Lessee. The use of all temporary signs or banners must be discussed and approved by the appropriate PRCR staff designee and Lessee must obtain a temporary signage permit if required by the Town of Leland.

Operation, repair, or service of audio-visual, sound, lighting, and any other equipment brought into the facility by Lessee is the sole responsibility of Lessee.

Destruction of or defacing of any Town property or artwork will result in additional charges for repairs or replacement.

Lessee shall not use Town copy machines, faxes, computers, phones, studio equipment etc. without prior consent by the PRCR staff designee.

Copyright

Lessee will assume all costs, liabilities, and claims that arise from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights used in or incorporated in the scheduled reservation.

Lessee agrees to indemnify and hold harmless the Town of Leland from any claims or costs, including legal fees, which might arise from questions of the use of any material described above. Audio recording and videotaping are prohibited at all performances unless permission is granted in advance by the performer(s).

Catering Kitchen

The catering kitchen and/or bar area is subject to the Catering Kitchen Policy and Procedures.

Lessee is responsible for ensuring that an approved caterer is aware of the Facility Use policy.

Alcohol

Approved service for alcohol is restricted only to the Multipurpose Room and the Hall Gallery space, pending the time of the reservation, in adherence with the Regulation of Alcohol Service Policy.

A Lessee providing alcohol must obtain an ABC Special Event permit and additional event insurance. Alcohol must also be served by a designated bartender of legal age.

Reservation Fee Information

The total reservation fee shall consist of the base reservation fee plus the personnel services and equipment fees applicable per reservation. The base reservation fee, which is specific to the requested facility/location, includes use of space, regular room lighting and sound and tables and chairs where applicable. Any additional items, equipment, and/or personnel will be charged to Lessee. A percentage of the base reservation will be charged as a deposit for all applicable Lessees. Town facilities are available for use by the following:

Resident: An individual whose home address is located within the municipal Town limits of Leland. Residency is subject to verification by staff.

Non-Resident: An individual who does not reside within the municipal Town limits of Leland.

Non-Profit: A business entity that is granted tax-exempt status by the Internal Revenue Service. Organizations must provide a copy of their 501(c)3 designation to receive this rate.

For-Profit: A business entity that aims to earn profit through its operations and is concerned with its own interests and not those of the general public. Organizations designated as 501(c)4 are classified as For-Profit for the purposes of this Policy.

Leland-based Civic/Service Organization: An entity with its home base in Leland, whose primary goal is to improve the lives of area residents through community service. Organizations must provide a copy of their 501(c)3 designation to receive this rate. Examples: Leland Rotary Club, Leland Kiwanis Club, etc.

**Town of Leland employees are also eligible for this rate.*

Government Organization: A department or agency of the United States or any state or local government subdivision thereof. Government organizations are eligible to utilize the facility through partnership with the Town, subject to availability.

Fee Waiver Request: Reservation fees will not apply for Town of Leland events. Outside organizations may request reservation fees be waived for reservations. However, certain fees for services shall apply to outside organizations that are approved by the Town. These fees include, but are not limited to, set-up fees, cleaning fees, staffing fees, and any other direct costs to the Town related to the reservation. Organizations wishing to request a fee waiver for their reservation must fill out an application and be approved by a vote of the Town Council at a regularly scheduled meeting. The person/host in charge of the reservation must complete necessary contractual paperwork, including assumption of liability. A Lessee is bound by all relevant rules and regulations regardless of having its fee waived. Fundraisers are not eligible for fee waivers.

For fees to be waived by the Town of Leland, the presenting organization shall not have had more than one other reservation request at any Town facility in the past calendar year (two reservations total per calendar year), and meet one of the following criteria:

1. The reservation shall have a direct financial benefit to the Town.
2. The reservation shall benefit the Town's programs, efforts, and initiatives as determined by the Town.

Recurring Reservations: Recurring reservations are discouraged and are only permitted for Town of Leland Boards, Committees, and Groups, or Leland-based organizations that meet the following criteria:

1. Have a membership of 200 or more individuals.
2. Promote volunteerism in the Leland area.
3. Have a primary mission of welcoming new residents to the Leland area.
4. Have a valid 501(c)3 designation.

Organizations seeking a recurring reservation must fill out an application and be approved by a vote of the Town Council at a regularly scheduled meeting. Upon approval, a reservation agreement will be executed outlining the terms of the reservation.

Recurring reservations are subject to space availability and are only available Monday through Friday during regular business hours.

Consecutive Multi-Day Reservations: Multi-day reservations that provide economic impact to the Town will be determined on a case-by-case basis. Please discuss these types of reservation details with staff.

REGULATION OF ALCOHOL SERVICE POLICY



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Purpose

Policies and procedures governing the service of alcohol in the Leland Cultural Arts Center must be followed by staff, groups, individuals, organizations, and caterers reserving or leasing the facilities. Illegal and/or abusive alcohol practices will not be tolerated. All laws of the United States government and State of North Carolina regarding alcohol will be followed.

The Town only allows beer and wine. No liquor or other alcohol is allowed on premises.

Approved service for alcohol is restricted only to reservations held at the Leland Cultural Arts Center in the Multipurpose Room, Hall Gallery, and designated outside areas for special events.

Beverage Services

Organizations and individuals who reserve the facilities may apply to provide alcohol services. To provide alcohol services, Lessee must adhere to the following:

Location of Alcohol at Facilities: Service and use of alcohol is prohibited in Town facilities with the exception of the Multipurpose Room and the Hall Gallery space to the extent those spaces are reserved by Lessee.

Approved Caterers: The Town recommends Lessee use an approved caterer from the approved caterer list. All paperwork is on file and there are no additional costs to Lessee for access to the approved caterer list. If a caterer is chosen not on the approved list, Lessee will incur an additional fee and a possible delay in reservation confirmation due to additional required paperwork for all caterers.

Liquor Liability Insurance: Lessee will provide the PRCR staff designee a completed and approved ABC permit.

Lessee will submit a copy of a liability insurance policy showing liability for any matters arising from serving alcohol, which includes, but is not limited to, a liquor liability policy. The liability policy shall meet the minimum value of required coverage and will name the Town of Leland as additional insured. The certificate of liability insurance must be submitted to the Town no later than one (1) week prior to the scheduled reservation.

Bartenders: All alcohol will be served by a designated bartender and/or licensed insured caterer. All bartenders and caterers shall follow all applicable federal, state, and local laws and regulations. Caterers must provide documentation of insurance. Approved caterers have this on file.

To serve unfortified beer and wine to guests, Lessee shall include host liability coverage in the required liability insurance policy. Lessee shall designate a bartender to serve unfortified beer and wine to guests. The designated bartender shall follow all applicable federal, state, and local laws and regulations.

The designated bartender and/or licensed insured caterer will be responsible for limiting alcohol consumption to legally allowable limits and otherwise abide by all applicable dram shop laws.

The designated bartender and/or licensed insured caterer shall not serve alcohol to any person under 21 years of age, to any Town staff, or to working hired staff, and must require proper identification prior to service.

Non-Profit: A non-profit organization may serve wine and beer at a ticketed reservation held to allow the organization to raise funds. Lessee shall obtain a Special One-Time Permit from the North Carolina ABC Commission and include host liability coverage in the required liability insurance policy. Lessee shall designate a bartender to serve wine and beer for the one-time ticketed reservation. If a non-profit organization contracts with a caterer for bartending services, caterer must provide proof of NC license and liquor liability insurance no later than one (1) week prior to the reservation.

No alcohol will be offered on a self-service basis. No brown bagging is permitted.

Security: Reservations where alcohol is served may be required to have one or more uniformed security officers present. Cost for officers on duty will be the responsibility of Lessee.

Service and Sales: All alcohol service and sales will stop thirty (30) minutes prior to the end of the reservation.

The Town reserves the right to stop the service and/or sale of alcohol at any time during a reservation. Town staff reserves the right to remove, or cause to be removed from the premises, any intoxicated and/or disorderly person(s), and neither the Town of Leland nor any of its officers, agents, or employees shall be liable for any damage that may be sustained by Lessee by the exercise of such right.

CATERING KITCHEN POLICY AND PROCEDURES



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Food and Beverage - Catering

The Town of Leland does not provide in-house catering. It is Lessee's responsibility to sign and enter into a separate agreement with a caterer. The Town provides a list of approved caterers from which to choose. If Lessee chooses not to use an approved caterer, Lessee will incur an additional fee and a possible delay in reservation confirmation due to additional required paperwork for non-approved caterers. Non-approved caterers must provide the Town with proof of the current permanent permit issued by the North Carolina Department of Health before operating on the premises. This document must be received sixty (60) days prior to the reservation. If the caterer is serving alcohol, they must also provide a North Carolina alcohol permit sixty (60) days prior to the reservation. Approved caterers shall have this information on file with the Town.

Catering Kitchen Overview

The caterer is responsible for acquiring and providing all necessary supplies for both serving and cleaning, including, but not limited to, paper towels, dishcloths, dish towels, hand soap, dish detergent, etc. The Town does not supply any of these items.

All food and beverage brought into the facility must be in closed containers and covered with lids.

Ice chests or food coolers sitting on the floor must have plastic under them. The facility has an ice machine, but the caterer may need to provide additional ice for large reservations.

Since the kitchen is only a warming kitchen, all foods must be fully cooked before being brought into the facility.

Food preparation cannot include any open flame cooking inside the Town. Sterno use is the only heating element to be used inside the facility.

Cleaning/Access/Usage

Tables must be covered when food/drinks are being served.

Countertops, food preparation tables, and food service carts shall be thoroughly cleaned after each use.

All floors must be swept and mopped (brooms, dustpans, and mops are provided). Cleaning solutions must be provided by the vendor. Do not use Clorox on floors.

All trash must be bagged, recycling separated and placed in outdoor receptacles.

All food products MUST be removed from the refrigerator, microwave, and food warmer at the conclusion of each reservation. No items may be stored overnight without prior permission.

Please do not place fish in the refrigerator.

At the conclusion of each reservation, it is the responsibility of Lessee or caterer to thoroughly clean any equipment used including countertops, microwaves, and warmers. Please remember to turn all appliances OFF before vacating the facility.

It is the responsibility of Lessee, caterer, and/or bartender to keep the bar area clean and organized neatly during all reservations.

Access to the kitchen is only allowed on the day of the reservation during hours stated on the Reservation Agreement. No access is permitted to the kitchen or any other area prior to or after a reservation without permission from the appropriate PRCR staff designee.

Deliveries

Should the reservation require the delivery of bulk food items, plates, linens, etc. prior to the reservation, such deliveries must be arranged in advance with the appropriate PRCR staff designee. Town staff are not permitted to unload, sign for, or accept deliveries from third parties.

Should your reservation require beverage delivery, alcohol or otherwise, please make arrangements with the appropriate PRCR staff designee for delivery time and make provisions to have a designated person on site to receive the delivery.

The Town does not provide storage of any kind.

Equipment and Furnishings

Lessee shall be responsible for any loss or damage to any equipment or furnishings. The Refundable Security Deposit held shall be applied to the cost of repair or replacement. If the additional costs to repair or replace lost or damaged items is more than the Refundable Security Deposit, those additional costs shall be paid by Lessee.

Attendees using Town equipment must demonstrate competence prior to use.

Additional furniture required for a reservation must be arranged with the PRCR staff designee. The cost of the additional furniture must be paid directly to the supplier by Lessee.

Any equipment rented from an outside source must be removed at the end of the reservation. Lessee will be required to pay the cost of removal, if necessary. The Town is not responsible for any items rented or brought in from an outside vendor or supplier.

Tables and chairs are for use inside the facility only. The Town will not lend any furniture for matters occurring outside the facility.

Signatures and Acknowledgments

The undersigned hereby represent themselves as an authorized agent of the aforementioned Lessee and as such make application to the Town of Leland for the use of its facilities. The undersigned warrants that they have read and will observe the use policies and regulations of the Town, will exercise the utmost care in the use of the facility's premises and property, and shall be responsible for any damage arising from the use of said premises or property.

All terms and conditions of this written agreement shall be binding upon the parties, their heirs, representatives, and assigns, and cannot be waived by any oral representation or promise of any agent or agents who executed this agreement. Such written document must be incorporated by specific reference herein as part of the agreement. This agreement must be signed with receipt of the deposit and application fee on the day of the arrangement, or it becomes void and the reservation is not confirmed.

Lessee Signature _____ Date _____

Lessee Printed Name _____ Date _____

Deposit is required to secure reservation date. *ALL RESERVATIONS ARE TENTATIVE UNTIL RECEIPT OF AN APPLICABLE DEPOSIT.*

Initial _____

I acknowledge and accept the *Facility Use Policy and Reservation Fees and Services Schedule* and will comply with all Rules and Regulations set forth herein.

Initial _____

I acknowledge and accept the *Catering Kitchen Policy and Procedures.*

Initial _____

I acknowledge and accept the *Regulation of Alcohol Service Policy.* (If applicable)

Initial _____

I acknowledge our designated bartender is over the age of 18 and will check IDs before serving anyone to ensure they are over the age of 21. (If applicable)

Initial _____

Reviewed by Town of Leland Staff:

_____ Date _____
David Hollis, Town Manager