

**Town of Iva
Community Facilities Rental Agreement**

Today's Date ____/____/____

Name of Person/Organization/Group _____

Group Representative _____

Address _____

Phone No. _____

Email _____

Facility				
_____ Civic Center	_____ MAC Center	_____ Generostee	_____ Farmer's Market	
\$150.00	\$100.00	\$75.00	\$50.00	

Rate and Fees:

The Town of Iva Community Facilities are rented for a per-day, per event charge. The cost of your event is \$_____. The facility may be rented the day before the event at a cheaper rate only for set-up and decorating purposes provided that the facility is available. Reservations may be made up to one (1) year in advance from the present calendar month.

Rental Dates(s) _____

Hours of Rental: _____

Charge: _____ Amount Paid: _____ Date Paid: _____

Method of Payment: _____

Reservation/Cancellation Policy:

Full payment is due three (3) business days prior to the reservation. If payment is not received at least three (3) business days prior, the reservation will be cancelled. **THERE IS A NO REFUND POLICY ON FACILITY RENT!** It is the responsibility of the person(s) or organization to leave the facility clean and free of garbage. It is the responsibility of the person/organization/group to haul away all trash after the event. If trash is found, applicable fees will be charged to the group. There is a NO OPEN CONTAINER OF ANY ALCOHOLIC BEVERAGE policy for all town facilities. Any persons found in possession of alcoholic beverages in the facilities or on their premises, will be fined and charged with an Open Container Charge and will be subject to an arrest. The Town of Iva also strongly enforces NO LOUD MUSIC after 10:00 p.m. Any event that may include a live band or loud music must ensure that the volume of such will be contained within the facility.

By signing this agreement, I acknowledge that I have received and read all of the rules pertaining to the Town of Iva Community Facility Rental Agreement. I understand that all rules must be followed at all times during the rental period.

Signature

Date

Town of Iva Agent

Date

Town of Iva

Community Facilities Rental Agreement

- All Town of Iva Community Facilities are the property of the Town and all events are subject to patrol of law enforcement at any time.
- The Town of Iva strongly enforces **NO OPEN CONTAINER OF ANY ALCOHOLIC BEVERAGE.** This applies to indoor/outdoor use.
- The Town of Iva strongly enforces no loud music after 10:00 p.m. Any event scheduled that may include live band or loud music must ensure that the volume of such will be contained within the facility.
- Tables, Chairs and other items used should be moved/transported in a manner that the flooring in the facility is not scratched or damaged.
- At the end of the event, the facility must be cleaned. Trash should be taken out of the facility. All trash bags and other items containing trash must be hauled away from the facility by the responsible party.
- Littering will not be tolerated at any town facility. If persons are found to be littering at an event, they will be charged a fine of no less than \$1,033.00.
- Any damages or destruction of property will be responsibility of the party renting the facility and will be charged accordingly.
- Gas or propane grills are prohibited for indoor use.
- Any political campaign event must be approved by the Town of Iva in writing.
- The Town of Iva and its law enforcement reserves the right to interrupt and cancel an event at any time at its discretion.

Group Representative/Individual

Date

Town of Iva Agent (Witness)

Date