

**TOWN OF SWANSBORO MEETING ROOM RENTAL APPLICATION**

(RECREATION CENTER/TOWN HALL COMMUNITY ROOM/OLD TOWN HALL ASSEMBLY ROOM)

Name Amelia Dees-Killette Organization Swansboro Historical Association

\*\*Provide documentation of Non-Profit Status if applicable\*\*

Address P.O. Box 1574 City/State Swansboro, NC Zip ~~28584~~ 28584

Telephone(s) 910-467-5875 Email sahc502@gmail.com or swansboro.history@gmail.com

Room Requested Assembly Room Date(s) Requested 7/10, 8/21 Time(s) 7/10 - 1:30 pm

Purpose of Rental Programs Old Town Hall 8/21 5:00 - 3:00 pm

I, Amelia Dees-Killette the authorized representative of Swansboro Historical Association declare that the Swansboro room identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damage to the room or its contents. In addition, if the room is not left in its pre-rental condition the remaining balance of the damage/cleanup fee will not be returned. (The applicant is responsible for inspecting the space prior to use and for notifying the policy administrator, prior to use, of any damage or cleanliness issues that might affect refund of deposit.) Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. I have received and agreed to all terms of the Meeting Room Policy.

Signature of Applicant Amelia Dees-Killette Date 7/9/24

Resident Rate	Recreation Center & Town Hall Room Rental Fees	Non-Resident Rate
\$20/hr.	Lounge/Game Room	\$40/hr.
\$20/hr.	Classroom	\$40/hr.
\$30/hr.	Multipurpose Room	\$50/hr.
\$10/hr.	Kitchen (RC)	\$20/hr.
\$5	Ice Machine (Recreation Center only)	\$5
\$100/hr.	Town Hall Community Room (601 W. Corbett Ave)	\$125/hr.
\$75/hr.	Assembly Room (Old Town Hall/ 502 Church St.)	\$100/hr.
\$25/hr.	Kitchen/Multi-Use Space (Assembly Room)	\$50/hr.
\$10	Permit for Outside Items (i.e.- grill, tent, inflatable, DJ)	\$15
\$15/hr.	Additional Staff Hours (for reservations outside of normal operating hours)	\$15/hr.
\$100	Damage/Cleanup Fee (refundable if cleanup is satisfactory)	\$100

\*\*Rooms are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals during operating hours. Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space. \*\*

**Refunds for event cancellation:**

- Cancellation at least 14 days in advance Full Refund of Fees
- Cancellation at least 48 hours in advance Refund of fees, less 2 hours use fee
- Cancellation less than 48 hours in advance No Refund of Fees

**Reservations must be made at least 1 week in advance**

**Administrative Use Only:**

Calculate Applicable Fees \$100 Damage Deposit \_\_\_\_\_

Comments: \_\_\_\_\_ Hourly Rate\* Total Hour(s) \_\_\_\_\_

\_\_\_\_\_ Kitchen Use \_\_\_\_\_

Received by: \_\_\_\_\_ Additional Staff Hours \_\_\_\_\_

Rec Desk ID: \_\_\_\_\_ Permit for outside items (i.e. - grills, tent, inflatables, DJ) \_\_\_\_\_

Disbursement Voucher Processed on: \_\_\_\_\_ By \_\_\_\_\_ Items: \_\_\_\_\_

Initials

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TOTAL: \_\_\_\_\_ METHOD: \_\_\_\_\_

*\*Possible 2 other programs in Nov.*