



# TOWN OF TALKING ROCK

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## RESERVATION AGREEMENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE HOME \_\_\_\_\_ MOBILE \_\_\_\_\_ WORK \_\_\_\_\_

### RENTAL FEES:

*Rental hours must include set up and break down time. Please circle the one you are reserving.*

\* PARK PAVILION - \$50 for 4 hours / \$50 deposit required

\* COMMUNITY BUILDING - \$50 for 4 hours / \$75 deposit required

\* BANDSTAND - \$40 for 3 hours / \$40 deposit required

DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

EVENT PLANNED \_\_\_\_\_ NUMBER OF GUESTS \_\_\_\_\_

NUMBER OF HOURS NEEDED \_\_\_\_\_

RESERVATIONS ARE MADE ON A FIRST COME BASIS. Please call to verify your chosen date and time are available. All checks must be made payable to TOWN OF TALKING ROCK.

**ALL FEES MUST BE IN FORM OF A CHECK - NO CASH OR MONEY ORDER ACCEPTED**

**DEPOSIT FEE:** Please include a **separate check for a deposit**.

The deposit check will be shredded once an inspection has been completed and the rented area is in good condition. If additional costs for cleanup or repair are incurred, an invoice will be mailed to applicant and payment is expected upon receipt of invoice. There will be a **\$50.00 charge for any checks returned for NSF.**

## RULES AND REGULATIONS

The Town of Talking Rock reserves the right to refuse rental of the premises to any person, persons, groups or organizations when it deems that it would not be in the Town's best interest. The authority lies within the Mayor and Town Council.

**Cancellation Policy:** NO REFUNDS. Only the deposit will be refunded.

**Cleaning:** Renter understands that the premises must be left in the same or better condition as found. Failure to do so will result in a deduction from deposit.

**Tables and Chairs:** If tables and chairs are moved, they must be returned to original location.

**Smoking:** Smoking is allowed in the designated smoking area ONLY. Please dispose of Cigarette butts in containers provided.

NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS ARE ALLOWED IN THE COMMUNITY BUILDING, PARK OR BANDSTAND. ANYONE NOT COMPLYING WITH THIS RULE WILL BE ASK TO LEAVE AND WILL FORFEIT THEIR DEPOSIT. This could result in non approval of future rentals. Town of Talking Rock reserves the right to check all coolers.

We encourage our guests to recycle when every possible, containers are available.

The Town does not allow vendors to setup nor the use of blow up inflatables.

For pavilion rental the park remains open to the public as do the bathrooms; you are only reserving the pavilion shelter and the tables.

**LIABILITY:** Applicant agrees that actions taken during the rental period are the responsibility of the person, group or organization making the application. Applicant acknowledges that the Town of Talking Rock will be held harmless in the event of any injury both personal and property that may occur in connection with rental. Applicant acknowledges that any damage to Town property will be the liability of the person, group or organization approved for rental and shall reimburse the Town of Talking Rock for cost of repairs of damage

I have read this application and understand the regulations for using the property of the Town of Talking Rock and that we must abide by the POSTED PARK RULES. RAILROAD TRACKS ARE PRIVATE PROPERTY. PLEASE STAY OFF THE TRACKS FOR YOUR SAFETY.

Signature \_\_\_\_\_ Date \_\_\_\_\_