



100 Behrman Street, Moncks Corner, SC 29461

APPLICATION FOR DEPOT RENTAL

Deposit of \$100.00 required on all rentals

_____ Date of Application

Applicant Name _____

Applicant Address _____

Applicant Telephone _____ (M) _____

Date of use _____

Type of use _____ Type of Entertainment: _____

Time (start-finish) _____

Fee Schedule (2 hour minimum)

Category A	Category B *	Category C
\$25.00 per hour	\$20.00 per hour	N/C
Maximum \$250	Maximum \$250	N/C

Renter will be required to pay a Police Officer if alcoholic beverages are served (\$25 per hour)
(NOTE: This is not included in the hourly fees – this is an additional cost)

Categories and Classification

- A - Community/Public Groups
- B - Community non-profit organizations *
- C - Town of Moncks Corner sponsored events, organizations affiliated with schools

✚ Tax exempt certificate must be presented at time of booking

**RENTAL IS FOR FREIGHT ROOM and PORCH ONLY.
THE MAXIMUM OCCUPANCY IS 100 PEOPLE WITH CHAIRS AND 75 WITH TABLES AND CHAIRS
(PARKING MAY BE LIMITED – SEE ATTACHED MAP).**

Name and address refund is to be mailed: _____

**Copy of Driver's License or I.D. Attached _____

Staff Initials

LIABILITY

In consideration of being conditionally allowed to use the Depot, the undersigned Person Responsible, individually, and also the named Organization (if any) (Person Responsible and Organization, if any, referred to hereinafter, collectively, as "RENTER") hereby agree as follows:

1. **The applicant must be 21 years of age or older and agrees to assume full responsibility for injury to persons or damage to property during the time the building is being rented under this agreement. He or she further agrees that the character of entertainment will conform to that stated on the application. THE TOWN RESERVES THE RIGHT TO CANCEL THIS CONTRACT AT ANY TIME.**
2. The RENTER accepts and shall fully comply with the Town of Moncks Corner Code Ordinances and the South Carolina State Law.
3. The RENTER hereby states that he/she agrees to be present at all times throughout the private use of the Depot facility.
4. The RENTER shall pay in advance, with this application fee (s) listed above for each day of use and a \$100 security deposit by check, cash or MC/Visa only.
5. Security deposit will be returned to the RENTER if the rented facility is restored to a condition as it was prior to use by the RENTER. In the event any damage has been done to the rented facility has not been properly repaired, the TOWN reserves the right to forfeit the security deposit to cover repairs and/or cleaning. In the event damages are done to the TOWN property exceeding the amount of the security deposit, the TOWN reserves the right to charge the RENTER for the additional expenses. The security deposit is not to be considered liquidated damages.
6. The RENTER shall be directly responsible for any damage done during the rental period. If an Organization is named, the RENTER and the Organization shall be jointly and severally responsible.
7. The RENTER hereby agrees to indemnify, defend and hold harmless the Town, its agents, servants, employees, assigns and independent contractors of and from any costs, fees (including Attorney fees of an Attorney of TOWN's choosing) and all liability arising in any manner whatsoever with regard to personal injury or property damage that may arise during the RENTER's preparation, use or subsequent cleaning and repair of the Town facility and related activities.
8. All fees as established, in addition to the security deposit, must be paid at the time of application or the TOWN will not grant to the RENTER use of the facility. Cancellation must be made in writing one (1) month prior to your event date. Failure to do so will result in forfeit of deposit refund. Persons scheduling the Depot for events less than 30 days in advance will not qualify for refund if canceled prior to the scheduled event.
9. It is unlawful to serve alcohol to anyone under the age of 21. You must comply with SC State Law. Beer/Wine and/or Liquor license will be required.
10. Any and ALL TOWN use of the facility shall take precedence over the private use. The Town of Moncks Corner reserves the right to enter the facility and use it as necessary, even during the private use.
11. Town not responsible for items left behind.
12. There will be NO SMOKING in the facility.

THE ACCEPTANCE OF THIS FORM CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED. AT THE DISCRETION OF THE TOWN OF MONCK'S CORNER, PARKS AND RECREATION DIRECTOR, RENTAL, IN SOME CASES OF TOWN FACILITIES MAY REQUIRE APPROVAL BY A TOWN BOARD.

Authorized signature of Renter
(Must be 21 or older)

Date

Approved by Recreation Director

Date

A copy of approved Rental Agreement must accompany renter at time of use of facility

CUSTOMER CHECKLIST FOR TRAIN DEPOT

IN ORDER TO RECEIVE A REFUND OF YOUR DEPOSIT THE FOLLOWING MUST BE COMPLETED IMMEDIATELY AFTER USE: SOMEONE REPRESENTING THE TOWN WILL BE IN THE FOLLOWING MORNING TO CHECK THE FACILITY.

CLEANING SUPPLIES AND TRASH BAGS ARE NOT SUPPLIED. YOU MUST SUPPLY YOUR OWN. TOILET PAPER AND HAND TOWELS WILL BE IN THE RESTROOMS. YOU MAY WANT TO BRING REFILLS.

- ✚ **NO SURFACE FRYING** (stove for warming only)
- ✚ **TRASH CANS** must be dumped completely.
- ✚ **GARBAGE** must be put in trash bags and placed in the cans outside the building.
- ✚ **KITCHEN COUNTERS** must be wiped clean with mild detergent.
- ✚ **HARDWOOD FLOORS** must be swept.
- ✚ **KITCHEN AND BATHROOM FLOORS** must be mopped with mild floor cleaner.
Do not use bleach on the floors!
- ✚ **BOTH BATHROOMS** must be cleaned and disinfected.
- ✚ **NO MARKS** left on the walls. Nothing may be attached to the walls or ceiling.
- ✚ **REFRIGERATOR** Must be wiped clean/no food left behind
- ✚ **STOVE/OVEN** must be wiped clean inside and out.
- ✚ **STOVE/OVEN** must be turned off
- ✚ **ALL WATER** faucets must be turned off
- ✚ **TEMPERATURE FOR A/C AND HEAT** must be adjusted accordingly
(A/C 78° and Heat 72°)
- ✚ **ALL LIGHTS** and ceiling fans must be turned off.
- ✚ **ALL DOORS** must be closed completely and locked.
- ✚ **KEY** must be returned next business day (morning).
- ✚ **TABLES AND CHAIRS** must be wiped clean with a mild detergent. (All tables and chairs must be returned to their original location.)
- ✚ **ALL TRASH** outside the building or in the parking area must be picked up (INCLUDES confetti and cigarette butts).

RENTER Will Be Responsible Financially For Any And All Damage Done To The Facility During Their Rental Period.

FAILURE TO COMPLY With The Above Requirements Will Result In Forfeiture Of The Security Deposit.

I have received a copy of the Depot Checklist and agree to comply therewith:

Renter

Date