

The City of Kings Mountain

H. Lawrence Patrick Senior Life and Conference Center Rental Policy

Telephone: 704.734.0447

Please share the information in this contract with caterers, musicians, and all other persons associated with your event.

The Patrick Center is first and foremost a place for older adults to come together for services and activities that reflect their experience and skills, respond to their diverse needs, enhance their dignity, support their independence, and encourage their involvement in and with the Patrick Center and the community. The following guidelines are designed to protect the beauty of the Patrick Center, and as a user, you agree to help keep the Patrick Center beautiful by treating all areas, both indoors and outdoors, with respect. The Patrick Center reserves the right to determine, on an individual basis, whether any particular event is the type that it deems appropriate to be held at a senior center.

Availability:

H. Lawrence Patrick Senior Life and Conference Center is available for your special event after 5:00 PM on Monday – Friday and all day on Saturday and Sunday (7:00 AM - 10:50 PM) except for days on and around the following holidays: New Year's Day, Dr. King's Birthday, Mother's Day, Easter Monday, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas holidays. If you are interested in renting the Patrick Center, come by our office during the hours 8:00 AM - 2:00 PM Monday through Friday. We reserve the right not to book a rental on any particular day should the need arise.

Damage Deposit:

A damage deposit of \$200.00 for first time Rental Party or a damage deposit of \$100.00 for return Rental Party is required at the time the rental contract is signed. **This fee, as well as all other fees, is due at the time the rental contract is signed.** The damage deposit will be refunded in full within two weeks following the event provided that no damage or excessive clean-up is caused by your guest or your vendor and all contract rules are followed. **If reparation should exceed the damage deposit, you will be billed for the excess charges. Please inform your caterer or other persons associated with your event that their actions can result in the loss of your damage deposit.** The damage deposit is refundable if cancellation is made two weeks prior to the date of the rental except in the months of November and December. In November and December, the cancellation of a rental must be made four weeks prior to the date of the rental in order to receive damage deposit back.

Rental Fees and Cancellation Policy:

The rental fee, (see rental fee schedule) along with the damage deposit as mentioned in the above paragraph, are both due at the time the rental contract is signed and the date secured. **No date will be secured without the damage deposit, rental fee and signed contract.** If cancellation of a rental is necessary and occurs two weeks before the date of the rental, the rental fee will be refunded within four full weeks. **In November and December, the cancellation of a rental must be made four weeks prior to the date of a rental to receive a refund of rental fee. This gives us sufficient time to rent the Patrick Center to someone else.** Refunds for "last minute" rentals will be made on a case-by-case basis at the discretion of the Director.

Civic/Non-Profit Rentals:

The rental fee for Civic/Non-Profit groups includes: churches, schools, civic clubs and those organizations that have a 501(c)(3) status. These Rental Parties must show proof of 501(c)(3) status. Payments for rental fees and damage deposit must be made with an official check from that organization. Civic/Non-Profit groups cannot rent the Patrick Center to use for private rentals.

Building Caretaker:

An employee of the City of Kings Mountain will be present to open and close the building, and to insure that the Rental Party (person who signed the contract) is made aware of all the rules and regulations. **Staff will open and close the building one time per rental.** **After opening the building for the Rental Party, the Rental Party can name a designated official to attend to the building. The designated official must be 18 years old or older, and must never leave the building unattended during the entire rental. Staff is not part of the set-up or clean-up crew.**

Catering:

If your event requires food service, **the catering facilities and serving area must be left clean following the event.** Catering staff must check all areas to be sure that they are clear of plates, glasses, cigarette butts, and all other debris left by the party. All garbage must be placed in garbage bags and taken to the dumpster located behind the Patrick Center. **Trash is to be rolled in the cans to the dumpster outside and not dragged across floor/carpet. The caterer's activities are secured by the Rental Party's damage deposit.**

Alcoholic Beverages/Drugs/Gambling/Firearms, Etc.:

The use of the Patrick Center shall be subject to the Code of Ordinances for the City of Kings Mountain, the North Carolina General Statutes and the policies and the procedures therein. Absolutely, **NO** alcoholic beverages, gambling, firearms, etc. are allowed inside or outside of the Patrick Center or on the center's grounds at any time.

Fire Prevention (candles and smoking policy):

No smoking is allowed inside the Patrick Center at any time. Smoking is permitted outside the building **ONLY** and cigarette butts must be disposed of properly in designated containers. The use of candles is allowed, however, all candles used inside the Patrick Center must be on tables and glass enclosed.

Cleanup:

The Rental Party is responsible for vendors, caterers, musicians, and all other persons associated with your event. The Patrick Center must be free of all debris left from the event. The Rental Party is responsible for making sure the Patrick Center is clean in all areas used by the Rental Party or anyone associated with the Rental Party's event. The Rental Party must make sure that all furniture is put back in its proper place. The Rental Party must make sure that all trash is taken to the trash receptacle outside in the back behind the wood fence. Failure to meet any of these requirements will result in the loss of the damage deposit. The Patrick Center is not liable for items left after events.

Other:

The hanging of balloons, signs, ribbons, etc. at the Patrick Center entrance, on the light poles surrounding the building or any other areas outside the Patrick Center is not permitted. Nails, tacks, tape or any other fastener that may result in damage to Patrick Center property is not permitted indoors or outside the facility. The Patrick Center provides the facility, tables and chairs that are available for use, a telephone in the room being used and bathroom facilities. Please bring everything else you need for your rental, including but not limited to, kitchen utensils. **Ice is NOT provided to Rental Parties.** A dishwasher is **NOT** provided. Trash liners will be provided by the Patrick Center and are to be in all trash cans at all times. Trash is to be rolled in the cans to the dumpster outside and not dragged across floor/carpet. Vehicles are not allowed on grass, walkways or front portico.

Stage

The stage is permanent and cannot be moved.

Delivery/Set-Up Time:

If your event requires decorating, the use of a caterer, DJ, etc., no more than 1 hour before your start time will be allowed for set-up. If more time is required you will be charged \$50.00 per hour.

Vacating Building

All rentals must end no later than 10:50 PM. The clean-up must be completed by 10:50 PM. The Rental Party must wait until the Building Caretaker has inspected the Patrick Center at 10:50 PM or the requested closing time, before leaving the facility. The Rental Party must sign the rental check list and correct anything the Building Caretaker directs them to regarding the building.

Failure to follow any of these guidelines will result in the loss of your damage deposit.

The City of Kings Mountain
H. Lawrence Patrick Senior Life and Conference Center
Rental Agreement

Please complete and return to:
H. Lawrence Patrick Senior Life and Conference Center
PO Box 429
Kings Mountain, NC 28086

I understand and accept the terms included in the H. Lawrence Patrick Senior Life and Conference Center Rental Policy, and I understand that these terms are subject to change at the discretion of the Patrick Center, with the exception of the associated fees agreed to on this date.

I further agree to indemnify and hold harmless the City of Kings Mountain, NC and the director, all employees and associates of the Patrick Center and the City from any and all liability, loss, cost or damage resulting in any way from my rental or use of the Patrick Center.

I take full responsibility for all materials rented or otherwise used on Patrick Center property and for proper disposition of them. I further agree to take full responsibility for all activities of any caterers, directors or other event sponsors, and for the behavior of all guests associated with my event.

PRINT Name of Rental Party:

Event: _____

Date of Event: _____

Opening Time: _____

Closing Time: _____

Expected Attendance: _____

Area of Building to Be Rented:

Items Needed for Rental:

of Tables _____ **# of Chairs** _____

Special Instructions: _____

Cost of Rental Event:

Rental Fee: _____

Date Rental Fee Paid: _____

(RENTAL FEE MUST BE IN THE FORM OF A CHECK, CASH OR MONEY ORDER)

Damage Deposit: _____

Date Damage Deposit Paid: _____

***(The damage deposit fee will be refunded within 2 weeks following the event IF no damage or excessive clean up results from this event and all rules are followed that are listed in this contract.)**

Contract Between:

Signature of Rental Party:

(By my signature, I state that I have received a copy of the Center rental policy, have read and understand it.)

Address: _____

Telephone:

Day: _____ **Evening:** _____

Signed on behalf of the City of Kings Mountain (Renter):

By: _____

City Employee

By: _____

Director

Date Contract Signed: _____

Updated: 06/10

***The Rental Party (person who signs contract) must be here at the time you request the building to be opened and be completely ready for inspection at closing time. You will not get your damage deposit back if you are not on time!**

H. Lawrence Patrick Senior Life and Conference Center Rental Fees

	Civic/Non-Profit	Private
Conference Rooms I & II (4 hour or less)	\$ 200	\$ 400
Conference Rooms I & II (All Day)*	\$ 300	\$ 600
Conference Room I (4 hours or less)	\$ 100	\$ 200
Conference Room I (All Day)*	\$ 150	\$ 300
Conference Room II (4 hours or less)	\$ 100	\$ 200
Conference Room II (All Day)*	\$ 150	\$ 300
Dining Room I & II (4 hours or less)	\$ 100	\$ 200
Dining Room I & II (All Day)*	\$ 150	\$ 300
Kitchen Use <i>Must bring own pans, utensils, etc.</i>	\$ 50	\$ 100
Entire Facility (4 hours or less)**	\$ 350	\$ 700
Entire Facility (All Day)*	\$ 450	\$ 950
FIRST TIME RENTAL DAMAGE DEPOSIT***	\$ 200	\$ 200
RETURN RENTAL DAMAGE DEPOSIT	\$ 100	\$ 100
*** (In additional to rental fee)		

Civic/Non-profit groups include: Churches, Schools, Civic Clubs and those organizations that have a 501(c)(3) status.

*All Day means from 7:00 AM – 10:50 PM (THE BUILDING MUST BE CLEANED, TRASH IN DUMPSTER, EVERYTHING PUT BACK IN ITS PLACE AND READY FOR INSPECTION AT 10:50 PM.)

**Entire Facility includes: Lobby, Conference Room I & II, Dining Room I and II and use of the Kitchen.

2nd day hourly rental fee is \$50.00 per hour (for rentals needing time to set-up the day before rental)
Attention Rental Parties—Absolutely No Early Admittance Prior to Rentals. You cannot come in the day before to set up, move furniture, or bring in items or supplies. NO EXCEPTIONS!

RENTAL FEES AND DAMAGE DEPOSITS CAN BE PAID BY CHECK (PROVIDED RENTAL IS AT LEAST ONE (1) WEEK AWAY), CASH, OR MONEY ORDER. CIVIC/NON-PROFIT RENTAL FEES AND DAMAGE DEPOSITS MUST BE MADE WITH AN OFFICIAL CHECK FROM THAT ORGANIZATION.

IMPORTANT NOTICE TO ALL RENTAL PARTIES

It is the responsibility of ALL Rental Parties to check with the caterer to determine opening and closing times for rentals. Many times the caterers need to be in the building to set up much earlier than the Rental Party anticipates. **Your rental fee covers opening and closing the building one time only without additional charges.** Therefore, if your caterer needs to come in earlier than the time noted on your contract, \$25.00 will be charged for each additional opening and \$25.00 for each additional closing. For half-day rentals, if the caterer needs additional time than is allowed, a \$50.00 per hour set up fee will be charged.

Updated: 06/10

RENTAL CHECKLIST

In order to receive the entire damage deposit back, the following items must be completed. The Building Caretaker will go over these items with you at closing time. Regardless of Building Caretaker's findings, **the Return of Damage Deposit is subject to final approval by the Aging Director. For this reason it is VERY IMPORTANT that ALL ITEMS are returned to their original positions and the building is cleaned VERY THOROUGHLY.**

1. Did the Rental Party arrive at the Patrick Center at the agreed upon opening time per their contract? Y N
2. Was the Rental Party present at closing? Y N
3. Was the building clean, ready for inspection, and vacated at the agreed upon closing time per the contract? Y N
4. Were all rooms, hallways, and bathrooms used during the rental, vacuumed, swept, or mopped as needed? Were all spills mopped up in foyer and other rented areas and all spills on carpet cleaned up? Y N
5. Were all tables and chairs used for the rental wiped clean? Y N
6. Was ALL TRASH rolled out and placed IN Dumpster? (not around dumpster) Including restrooms, foyer and kitchen trash? Y N
7. Were new trash bags placed in ALL TRASH CANS? Y N
8. Were the commodes, bathroom sinks and counters wiped clean in all restrooms? Y N
9. Were all tables, chairs, furniture and anything else moved, placed back in their original positions? Y N
10. Was there any damage to rooms including walls or destroyed property? Y N
11. If steam table was used, was it cleaned well, all units drained, and turned off? Y N N/A
12. If the kitchen was used, were all drains cleared of food debris? Were stove burners and oven cleaned? Were food splatters wiped from walls? Was the refrigerator left clean inside and out? Y N N/A
13. Were vacuum cleaners, mops (washed out), and brooms put in the proper place? Y N
14. Were the table and chair storage closets left clean with the designated area for stage left clear? Y N

***The Rental Party (person who signed contract) must be here at the requested time of building opening and be completely ready for inspection at requested closing time. You will not get your damage deposit back if you are not on time!** Rental Parties must bring their own dishcloths, cleaning cloths, and dish detergents for washing dishes in the sink. The Patrick Center provides a mop, broom, dustpan, vacuum cleaner, pine sol, and trash bags. Rental Parties must empty all large trash cans by rolling them out (not dragging out) and taking black bag out, tying it up and throwing it away. (Please check trash can to make sure no liquid or food has leaked into trash can. If it has, please clean trash can out at cleaning station. (Caretaker should show you where the cleaning station is outside) **DISHWASHER IS NOT INCLUDED IN RENTAL!**

By signing below, I acknowledge that I have received a copy of this rental checklist and understand it fully.

_____ Patrick Center Staff
RENTAL PARTY _____ Date _____

**For rental questions call the Patrick Center office at 704.734.0447, 8:00 AM--2:00 PM, Monday – Friday.
For rental questions on the day of the rental, call Susan Todd 704.898.2834 CELL(Local) or 704.739.7439 HOME**
Updated: 06/10

Table Placement Diagram

