



Application for Rental of the Chester Farmer's and Artisan's Market Facility

Today's Date: _____

Dates Requested: _____

Time Requested: _____ to _____ Total # of Hours Requested: _____
(Include set-up, breakdown, and clean-up time)

Applicant/Organization: _____

Name of Contact/Responsible Party: _____

Phone: _____ (Cell) _____ (Home)

Address: _____ City: _____ Zip: _____

***If the event includes outside activities, a special event application MUST be submitted to the Chester Police Department**

Number of People Expected to Attend: _____ Type of Activity: _____

Admission Funds Collected? Yes No

Concession Sold? Yes No

Alcohol Served? Yes No *If yes, you are required to get an event insurance policy

ALL APPLICATIONS MAY BE REVIEWED BY THE CHESTER POLICE DEPARTMENT

EMPLOYEES:

Facility rentals are available one (1) time per quarter free of charge to employees of Catawba Farm and Food Coalition or the City of Chester. Employees are required to pay full price for more than one rental per quarter.

Fees and Charges

\$300 flat charge per day

\$150 additional fee for use of kitchen

\$100 Damage/Cleaning Deposit

Catawba Farm and Food Coalition (CFFC) and the City of Chester reserve the right to make changes and adjustments as needed to all times and fees as laws or circumstances change, as well as to deny any application

Fee Amount \$ _____

Deposit Fee \$ _____

AGREEMENTS

The group or individual sponsoring the event and using the facility hereby agrees to hold CFFC and the City of Chester and their officers, agents, servants and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on the City of Chester property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of CFFC or the City of Chester. The group or individual, as the case may be, agrees to fully reimburse CFFC or the City of Chester for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any are incurred in collection of same. It is the renter's responsibility to inform any and all members of said group of the Rules and Regulations. Failure to abide by the Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

Signature of Applicant

Signature of CFFC Representative

Signature of City Representative

Signature of Police, if Applicable

INTERNAL USE ONLY

Fee:

Deposit:

Approved:

Not Approved:

Receipt #:

Date Received:

HOURS OF AVAILABILITY

8 AM TO 12 MIDNIGHT

All events must be completely cleaned up and clear from the facility by the closing time. Catawba Farm and Food Coalition (CFFC) may extend these times on a case by case basis.

APPLICATION PROCEDURES

- The facility may be scheduled for an individual event or regular meetings
- The facility can be scheduled for up to three (3) months in advance
- Scheduling is on a first come, first served basis
- Telephone inquiries are welcome, but an application and deposit are required to guarantee facility rental
- The individual completing the application must be at least 21 years of age and must be present during the event
- The individual signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the event

PAYMENT PROCEDURES

- A damage/cleaning deposit must be paid at the time of submitting an application for a reservation to secure that facility for the requested date. Deposit will also apply to all building facilities, furnishings, and equipment. To insure the return of the deposit, an individual from Catawba Farm and Food Coalition must check out the facility following the event. If there is no damage or excessive cleaning required, the deposit will be returned within seven (7) to twelve (12) business days.
- Cancellation notice is required at least seven (7) days prior to the scheduled event in order to receive a full refund.
- The rental fee **MUST** be paid in full ten (10) business days prior to the event. Failure to do so will constitute a cancellation.
- Payments may be made with cash, personal check, or money order.
 - Checks can be made out to Catawba Farm and Food Coalition.

INSURANCE REQUIREMENTS

- Renters may be required to provide a copy of their Liability Insurance to CFFC within 30 days of the activity. Upon written request of CFFC or the City of Chester, a duplicate copy of the policy must be provided as evidence of the insurance protection provided.
- The required insurance policy it to be endorsed to (1) name CFFC, the City of Chester, their officers, employees, agents, and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverage or limits except after 30 days prior written notice to CFFC.

Facility Rental Rules and Regulations

1. Rental hours are consecutive and must include time for delivery of supplies, set-up, take down, and clean up.
 2. Set-up begins at the specified time on the Facility Reservation Permit given at the time of making the reservation. Early delivery of supplies and set-up are not permitted.
 3. All items brought into the facility by the renter are to be removed by the end of the rental period. The rental individual/group is to remove food, materials, equipment, furnishings, decorations, and garbage left after the use of the facilities.
 4. All garbage should be placed in the trash can in closed trash bags.
 5. City owned equipment made available and used by the rental individual/group must be left clean.
 6. All guests should remain within the designated areas.
 7. The number of guests may not exceed the allowed occupancy number of the facility at any time during the event.
 8. All facility staff will be permitted to enter the premises at any time throughout the event, if needed.
 9. Cleaning supplies, including brooms and trash bags are available. Please request the needed items at the time of reservation.
 10. Please remember that you have the facility available to you for ONLY THE TIME REQUESTED. There may be other parties using the facility immediately after you. Therefore, please make sure that you have allotted time to set-up and teardown for your function.
 11. Decorations may not be attached to the walls due to the age of the building.
 12. Use of illegal drugs, tobacco, smoking, and/or gambling is not permitted in/or on the facility.
 13. Only the facility specified on the Facility Reservation Permit will be available for use by the rental individual/group.
 14. Rental facility is available 8 AM to 12 midnight. Event must conclude at a reasonable time to accommodate cleanup.
 15. All minors on the premises must have adequate adult supervision.
 16. CFFC and the City of Chester do not assume responsibility for personal property left unattended in the facility.
 17. CFFC and the City of Chester cannot be responsible for accident, injury, or loss of property due to event activities.
 18. The misuse of the facility or the failure to comply with these regulations will be sufficient reason for denial of future reservations.
 19. Event participants must park in the designated parking areas only.
 20. CFFC and the City of Chester scheduled events will take precedence over non-city events.
 21. Flammable materials are not permitted to be utilized without the written consent of the Fire Marshall.
 22. Any event that will include alcohol MUST HAVE an event insurance policy.
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Signature of Responsible Party

Date



Deposit Refund Agreement



I _____, agree to leave the facility in the same condition it was in prior to my rental:

- Trash taken out
- Floors swept and mopped if necessary
- Toilets flushed
- Key left in the key box on the manager's table
- Tables and chairs put away
- NO PARKING ON THE GRASS

Failure to comply will result in the loss of the deposit.

Signature of Renter

Date