



Rental Agreement
 (Roanoke Economic Development, Inc., DBA The Roanoke Center)

1. FACILITY AVAILABILITY

- 1.1. All spaces are scheduled on an “as available” basis during normal operating hours. Availability is based on the scheduled programming of The Roanoke Center events and activities.
- 1.2. Fees for The Roanoke Center are determined by time of usage, set-up requirements, and amount of space within The Roanoke Center used. Rental hours for The Roanoke Center are from 8:00 AM to 5:00 AM daily and other times based on availability of the facility and staff. These hours will be strictly enforced.
- 1.3. The Roanoke Center may normally be booked no more than 6 months in advance for an individual event.

2. GROUPS PERMITTED TO USE THE ROANOKE CENTER

(a) **GROUP I** – The Roanoke Center defines these users as Governmental Agencies, School Partnerships, and non-profit organizations. Group II users must use the space for the purpose of representing the organization, which is booking the space. All rules and regulations of The Roanoke Center apply to these users. Rental fees must be paid with organization funds by company, check, VISA, MasterCard, and/or debit card with imprint of the company or organization name. ***Proof of non-profit or governmental status is required for contractual agreement.***

(b) **GROUP II** – The Roanoke Center defines Group III users as any person, organization, or association not included in Group I. These users need to apply for a rental application with The Roanoke Center. All rules and regulations of The Roanoke Center apply.

3. RENTAL FEES

LOCATION	*GROUP II/RENTAL FEES	*GROUP III/RENTAL FEES
Multi-Purpose area	\$75* for (4) Hour Minimum** \$25* per hour for each additional hours or part of an hour	\$100* for (4) hour minimum** \$25* per hour for each additional hours or part of an hour
Conference Room - A	\$60* for (4) hour minimum \$25* per hour for each additional hours or part of an hour	\$70 for (4) hour minimum \$25* per hour for each additional hours or part of an hour
Conference Room - B	\$50 for (4) hour minimum	\$60 for (4) hour minimum



Rental Agreement
 (Roanoke Economic Development, Inc., DBA The Roanoke Center)

	\$25* per hour for each additional hours or part of an hour	\$25* per hour for each additional hours or part of an hour
--	---	---

4. CONTACT PERSON

The Renter shall designate a single person as the person who will have final say on decisions related to the Renter’s use of the facility.

5. ACCESS

- 5.1. The Roanoke Center’s staff will be present at all times and must be allowed full access to the entire facility during the event.
- 5.2. All patrons must enter the building via the front doors of The Roanoke Center.
- 5.3. The sponsoring organization shall assign competent persons to remain present in The Roanoke Center for the duration of the entire leased time, activity, or event.

6. ADVERTISING

All advertising and printed materials associated with rental events at The Roanoke Center must be pre-approved by The Roanoke Center at least ten (10) days before release, and promoting The Roanoke Center as a sponsor of any event without preauthorization will, in the sole discretion of The Roanoke Center, result in loss of the use of the facility and any deposit.

7. DELIVERIES - LOADING/UNLOADING

- 7.1. The Roanoke Center’s staff will not be responsible for accepting deliveries for the Renter.
- 7.2. All major loading and unloading for The Roanoke Center is to take place in the back of the building. After loading and unloading, all vehicles must park in a designated area that is cleared by The Roanoke Center’s staff.

8. DECORATIONS

- 8.1. Candles with flames are not allowed.
- 8.2. The use of tape, staples, tacks, etc. on walls, doors, or fixtures is prohibited.
- 8.3. The use of glitter, confetti, rice, birdseed, bubbles, sand, and other substance that will result in litter or debris is prohibited inside and outside of the building.
- 8.4. Movement of any of The Roanoke Center’s property such as plants or furniture within the facility must have the advance approval of The Roanoke Center’s staff and must be done by or with the approval of The Roanoke Center staff.



Rental Agreement

(Roanoke Economic Development, Inc., DBA The Roanoke Center)

- 8.5. If The Roanoke Center staff deems a decoration or display unsafe, inappropriate, or in violation of facility rules, The Roanoke Center staff has the right to remove it. The Roanoke Center shall not be responsible for damage to any items removed pursuant to this provision.
- 8.6. All decorations must be removed from the building or deposited in an appropriate trash receptacle immediately following the conclusion of the event.

9. ALCOHOL & SMOKING

- 9.1. Alcohol is NOT allowed on the premises within The Roanoke Center.
- 9.2. THE ROANOKE CENTER'S POLICY PROHIBITS THE USE OF TOBACCO PRODUCTS, INCLUDING WITHOUT LIMITATION, SNUFF, CHEW, AND "VAPE" UNITS, EVERYWHERE, BY EVERYONE, AND AT ALL TIMES.

10. CARPETED AREAS

No food or drink is allowed in the carpeted areas of The Roanoke Center.

11. KITCHEN

If the kitchen area is used, it must be left in a clean condition, and all countertops and appliances must be cleaned and in working order. The Renter will be charged for any of The Roanoke Center's items removed from this area.

12. SET-UP

Set-up for any event must be completed during contracted hours. Any additional set-up/clean-up time needed will be charged at the contracted hourly fee.

13. EQUIPMENT

- 13.1. Tables and chairs, in numbers specified in the "Rental Needs" section of this Agreement, are included with each rental. Additional chairs and tables can be rented at additional cost from The Roanoke Center. An additional fee will be charged for events which require additional tables and chairs.
- 13.2. Additional electrical outlets are available (beyond the existing wall outlets) for an additional fee. The need for additional power must be expressed during the initial contract meeting.
- 13.3. Any change to electrical circuits of The Roanoke Center is prohibited.

14. SPECIAL REQUESTS

Requests made by the Renter on the day of the event will not be considered. All requests must be made in writing no less than ten (10) days before the event.



Rental Agreement
(Roanoke Economic Development, Inc., DBA The Roanoke Center)

15. SAFETY

- 15.1. Electrical cords may not cross access paths. All electrical cords must be fastened, covered, or taped to prevent patron tripping.
- 15.2. Safety devices, stairs, or displays may not be moved.
- 15.3. The Renter will become familiar with and comply with city and county fire codes appropriate to the facility. The Renter will become familiar with fire escape routes, nearest exits, and fire extinguishers.
- 15.4. Exits and exit access paths may not be blocked. A corridor, five feet wide, must always be maintained around the perimeter of the seating area.
- 15.5. Children under age 18 must always be under the direct supervision of an adult.
- 15.6. The use of equipment to produce haze or fog within or outside of The Roanoke Center is prohibited.
- 15.7. No animals are allowed in the facility (with exception of guide animals).

16. PARKING

All visitors must park in The Roanoke Center's Parking lot located in the front of the building. All visitors must abide by the parking rules and regulations of The Roanoke Center. At no time can vehicles park directly in front of The Roanoke Center unless to unload or load passengers. Unattended vehicles will be towed at the owner's expense.

17. DANCING

Dancing is allowed in the Multi-Purpose room only after 5:00 pm Monday through Friday. No dancing is allowed on the carpeted areas in The Roanoke Center.

18. CLEAN UP

- 18.1. Clean up for the event must be completed during contracted hours. Any additional set-up/clean-up time needed will be charged at the contracted hourly fee.
- 18.2. It is the responsibility of the Renter or its appointed party for clearing and wiping down tables and removing garbage to trash receptacles.
- 18.3. All property belonging to the Renter must be removed from the facility before the expiration of the rental period. Any items left after a rental will be discarded.
- 18.4. The Roanoke Center is responsible for removing chairs and tables. The final sweeping, mopping, and vacuuming of the floors will be the responsibility of The Roanoke Center.
- 18.5. The Renter will leave the facility (including outer grounds and parking lot) neat, broom clean, and orderly.



Rental Agreement
(Roanoke Economic Development, Inc., DBA The Roanoke Center)

19. LIABILITY

- 19.1. The Renter is responsible for carefully reading and following The Roanoke Center's procedures, rules, and regulations for use of the facilities before it is reserved. A person authorized to enter into agreements on behalf of the group, company, organization, school system, governmental unit, or other entity must execute the rental form. The signature of the authorized person on the rental form demonstrates his or her understanding and willingness to follow these procedures, rules, and regulations and is in full agreement.
- 19.2. The Renter will be responsible for the full cost of cleaning and/or repairing of any stains or damage, above and beyond normal wear and tear, of the event center property. This includes damage caused by the Renter, Renter's guests, Renter's service providers or any individual(s) connected to the Renter's event.
- 19.3. Any usage of The Roanoke Center which violates Federal or North Carolina law is prohibited and will result in cancellation or termination of the event.
- 19.4. All weapons, including concealed weapons and open carry, are prohibited on The Roanoke Center's properties.
- 19.5. The Renter agrees to indemnify, defend, and hold The Roanoke Center, its affiliates, and its and their employees harmless from all cost and expense, including attorney fees, resulting from any claims, suits, or liabilities of any kind arising from or purporting to arise from the conduct, activity, or any other transaction involving Renter, its guests, invitees, or any other person on The Roanoke Center premises at the request or invitation of the Renter or Renter's guests or invitees. This provision shall survive the Renter's scheduled departure date from The Roanoke Center.

20. SECURITY

Security may be required at certain events as determined by The Roanoke Center, in its sole discretion. Required security shall be obtained by The Roanoke Center and paid for by the Renter in advance of the event. The security fee (if required) shall provide security for one hour more than the actual event to allow coverage prior to and after the event. **TERMINATION OR**

CANCELLATION OF EVENT

The Roanoke Center may terminate an event at any time for violations of The Roanoke Center's procedures, rules, or regulations, or in the event The Roanoke Center's staff deems is necessary or appropriate.



Rental Agreement
(Roanoke Economic Development, Inc., DBA The Roanoke Center)

EVENT INFORMATION:

Event Name: _____ Expected Attendance _____

Event Date: _____ Day _____ Start Time: _____ End Time: _____ # Hours _____
_____*

*4 Hours Contract Time Includes Set-Up (Decorating, etc.) And Break-Down (Clean-Up) Time.

Requested Time IN: _____ Requested Time OUT: _____ Actual: _____ # Hours _____

This contract made and entered on the _____ day of _____, 20____ by and between The Roanoke Center and _____, referred to as the renter.

Contact for Renter: _____

Mailing Address: _____

Mailing Address: _____

City, State, & Zip: _____

Federal ID No.: _____

TELEPHONE:

HOME _____

CELL _____

WORK _____

F A X _____

Signature On This Contract Constitutes an Agreement to Abide by The Terms and Conditions Outlined Herein. The person executing this contract represents that he/she has authority to execute contracts on behalf of Renter.



Rental Agreement
(Roanoke Economic Development, Inc., DBA The Roanoke Center)

Renter: _____ Date: _____
By: _____

The Roanoke Center: _____ Date: _____

*****Please Make Checks Payable to: REDI-The Roanoke Center*****

Contact Information:

The Roanoke Center - PO Box 148 – 409 North Main Street – Rich Square, NC 27890

Phone: 252-539-4600 – Fax: 252-209-5058

RENTAL NEEDS:

Space(s) To Be Used: _____

Tables: # Round _____ Tables: # Rectangle _____ Chairs: _____

60" (20) Inventory Max - 8 Chairs per table 6' (76) Inventory Max - 8 Chairs per table (600) Inventory

Hour # _____ Additional Hourly Fee (Based on Category) \$ _____ X _____

Received by: _____ Deposit Paid: \$ _____

Date Balance Must Be Paid in Full: _____

*Balance Due: \$ _____ *

*When necessary, charges for damages, extra time, etc. will be invoiced after close of event. *