



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

FACILITY AVAILABILITY

All spaces are scheduled on an “as available” basis during normal operating hours. Availability is based on the scheduled programming of The Roanoke Center’s events and activities. When requests are received at substantially the same time, a request by Group I will have priority.

Fees for The Roanoke Center are determined by time of usage, set-up requirements, amount of space within The Roanoke Center used, and the purpose of event. Normal operating hours, including tours and meetings, are 8:00 AM – 5:00 PM, Monday – Friday. Rental operating hours for The Roanoke Center are from 8:00 AM to 5:00 PM daily and other times based on availability. These hours will be strictly enforced.

The Roanoke Center is available for rental purposes and may normally be booked no more than 6 months in advance for an individual event. All rentals are contingent upon availability of The Roanoke Center’s staff.

GROUPS PERMITTED TO USE THE ROANOKE CENTER

GROUP I – The Roanoke Center defines these users as Roanoke Center and Roanoke Electric, Sponsored or Co-Sponsored events. (User must apply through The Roanoke Center for this status.) The facility fee may be waived, labor and equipment charges still apply.

GROUP II – 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. These users need to apply for a rental contract with The Roanoke Center. A recognized organization or company official must sign the rental contract and pay rental fees with organization funds by company check.

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



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LOCATION	*Group I RENTAL FEES	*GROUP II RENTAL FEES	*GROUP III RENTAL FEES
Multi-Purpose area	REC/TRC Co-sponsors (fee waived)	\$100* for (4) Hour Minimum** \$25* per hour for each additional hours or part of an hour	\$125* for (4) hour minimum** \$25* per hour for each additional hours or part of an hour
Conference Room - A	REC/TRC Co-sponsors (fee waived)	\$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	REC/TRC Co-sponsors (fee waived)	\$50 for (4) hour minimum \$25* per hour for each additional hours or part of an hour	\$60 for (4) hour minimum \$25* per hour for each additional hours or part of an hour

ACCESS

The Roanoke Center’s staff, which will be present during all occupancies and will provide access to the building. Access will be in accordance with the lease agreement. The Roanoke Center’s staff will have full access to all parts of the building at all times without restriction. No keys are given to anyone other than The Roanoke Center’s Staff.

All patrons must enter the building via the front doors of The Roanoke Center’s (the Lobby area).

The sponsoring organization shall assign competent persons to remain present in the immediate area for the duration of the entire leased time, activity, or event.

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. The organization,



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producer, or event name must appear larger than The Roanoke Center's name on any printed materials.

ALCOHOL

Alcohol is NOT allowed on the premises within The Roanoke Center.

CLEAN UP

Clean 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.

It is the responsibility of the Renter or their appointed party for clearing and wiping down tables and removing garbage to trash receptacles. If the kitchen area is used, all countertops and appliances must be cleaned and in working order.

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.

The Renter will leave the facility (including outer grounds and parking lot) neat, clean, and orderly.

DANCING

Dancing is allowed only in the Multi-Purpose room only. Dancing is not allowed on the carpeted areas in The Roanoke Center.

DECORATIONS

The Renter needs to make arrangements for a caterer or designee to supply any table linen needs (tablecloths, napkins, skirting, etc.).

Candles with flames are not allowed.

The use of tape, staples, tacks, etc. on walls, doors, and fixtures is prohibited. If The Roanoke Center staff deems decorations unsafe or inappropriate, The Roanoke Center staff has the right to request that the items be removed. The Roanoke Center shall not be responsible for damage to any items removed pursuant to this provision.

The use of glitter, confetti, rice, birdseed, bubbles, and other celebratory devices is prohibited inside and outside of the building.



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The movement of any of The Roanoke Center's property such as plants or furniture, within a rental space, must have the approval of The Roanoke Center's staff and must be done by The Roanoke Center staff member.

All decorations must be removed from the building immediately following the conclusion of the event.

FOOD/DRINK (NON-ALCOHOLIC)

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

KITCHEN

If kitchen area is used, all countertops and appliances must be cleaned and in working order. Kitchen must be left in clean condition. Please do not remove any of The Roanoke Center's items from this area. It is a NO-SMOKING area.

LIABILITY

All Renters are 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 their understanding and willingness to follow these procedures, rules, and regulations and is in full agreement.

A Renter may not assign or transfer said responsibility to any other individual and/or agency without a written agreement with The Roanoke Center.

The Renter will be responsible for any activities that would be likely to cause damage to The Roanoke Center or its surrounding properties or not be in the best interest of The Roanoke Center and its staff.

The Roanoke Center assumes no responsibility for the use of patented, trademarked, franchised, or copyrighted music, materials, devices, or dramatic rights used or incorporated in the event. The Renter agrees to hold The Roanoke Center harmless from any claims or costs, including attorney fees, which might arise from the use of any material described above.

The Renter agrees not to post any posters, signs, cards, or displays on The Roanoke Center's and/or surrounding properties without approval of The Roanoke Center's staff.



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The Roanoke Center will not be responsible for loss, theft, or damages to personal property. The Renter agrees to hold The Roanoke Center harmless from any claims or costs, including attorney fees, which might arise from the loss, theft, or damage to personal property.

All property belonging to the Renter must be removed from the facility immediately following the rental period. The Roanoke Center assumes no responsibility for items left by the Renter. Any items left after a rental will be discarded.

Any violation of Federal or North Carolina law, including drugs, gambling, or the possession of weapons is prohibited. All weapons, including concealed weapons (handguns, etc.), are prohibited on The Roanoke Center's properties.

Should the Renter violate any of these rules and regulations, Renter or affiliated organization forfeits all future use of The Roanoke Center's facilities.

The Roanoke Center may terminate an event at any time for violations of The Roanoke Center's procedures, rules, or regulations.

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 Renter's expense.

SAFETY

Electrical cords may not cross access paths. All electrical cords must be fastened, covered, or taped to prevent patron tripping.

Safety devices, stairs, or displays may not be moved.

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.

Exits and exit access paths may not be blocked. A corridor, five feet wide, must be maintained at all times around the perimeter of the seating area.



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Children under age 18 are required to be under the direct supervision of an adult at all times. The Roanoke Center's Staff will direct unsupervised children to the attention of renter(s) to assume supervision of child or children.

The use of equipment to produce haze or fog within or outside of The Roanoke Center is prohibited.

No animals are allowed in the facility (with exception of guide animals).

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.

SMOKING

THE ROANOKE CENTER'S POLICY PROHIBITS THE USE OF TOBACCO PRODUCTS EVERYWHERE, BY EVERYONE, AT ALL TIMES.

DELIVERIES - LOADING/UNLOADING

The Roanoke Center's staff will not be responsible for accepting deliveries for the Renter.

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.

EQUIPMENT

Tables and chairs are included with each rental. Additional chairs and tables can be rented at additional cost from The Roanoke Center. An additional set-up/take-down fee will be charged for events, which require additional tables and chairs.

Additional electrical outlets are available (beyond the existing wall outlets) for a small fee. The need for additional power must be expressed during contract meeting.

Any change to electrical circuits of The Roanoke Center is prohibited. The Renter will not wire or connect electrical equipment without permission.

Renter must notify Centre staff in advance regarding use of videography equipment.



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Any 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.

THE ROANOKE CENTER STAFF

The Roanoke Center's staff responsibilities are to oversee the operations of The Roanoke Center. They will be available to answer questions concerning use of The Roanoke Center.

RENTAL CONTRACT

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 _____



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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.

Renter: _____ Date: _____

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 (252) 538-
Phone: 252-539-4600 – Fax: 252-209-5058

RENTAL NEEDS:

Space(s) To Be Used: _____

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

60" (10) Inventory Max - 8 Chairs per table 6' (50) Inventory Max - 8 Chairs per table (50) 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. ***