

Town of Clover
P O Box 1060
Clover, SC 29710
803-222-9495
Fax 803-222-6955
Larne Building: 103 N Main Street

**LARNE BUILDING
RENTAL CONTRACT**

*Renter: _____

*Renter is defined as the person responsible for the building during the rental time.

Renter's Mailing Address: _____ City: _____ State: _____ Zipcode: _____

Renter's Phone #: _____ (h) _____ (w)

Organization: _____

Description of Event: _____

Contact Person: _____ Phone#: _____

Date(s) Requested: _____

Event Time: _____ to _____ Unlock for setup: _____ Lock after: _____

Is the gathering open to the public? Yes No

Will food be served? Yes No Caterer*: _____

Will an admission be charged? Yes No (If yes, must have prior approval from the Town)

Will alcoholic beverages be served*? Yes No Beer Wine Liquor

*Caterers and/or Licensed Bartenders must furnish certificates of liability insurance, workman's comp, and proof of beer and liquor licenses prior to the event. They are also required to have a Town of Clover Business License.

Are you interested in Tenant User Liability Insurance? Yes No

If yes, visit www.ebi-ins.com/tulip for a quote. Expect to pay between \$75-\$100 for coverage. Entity ID Code 0501-713

Fees: \$300.00 per day for **in-town** residents
\$400.00 per day for **out-of-town** residents
\$150.00 security deposit is required to guarantee reservation; returned within thirty days following the rental. *Town reserves the right to withhold the security deposit if either the Rules or the Clean-Up Policy are violated.*

Maximum number of occupants:

Standing Only – **360**
Chairs and Standing – **280**
Tables and Chairs – **84**

RENTAL POLICY

- Renter must be at least 21 years of age and must be the person who fills out this form.
- Renter must pay the \$150.00 security deposit at the time of the booking to reserve the building. Dates will not be reserved without the deposit.
- **The balance of the rental fee is due five working days prior to the rental date(s).**
- Rental fee deposits are non-refundable.
- Returned checks will be prosecuted.
- Renter is financially responsible for all damages to Town property incurred during rental.

RULES FOR THE RENTAL OF THE LARNE BUILDING

- ❖ **NO TOBACCO PRODUCTS IN THE BUILDING** – Any tobacco use will result in the loss of security deposit and immediate eviction.

- ❖ **PARKING FOR LARNE BUILDING IS LOCATED IN REAR LOT.** Please use only the spaces directly in front of building and leave other spaces for adjacent businesses. **ALLEYWAY** behind building must be kept free of vehicles, equipment and people attending the event
- ❖ **THE FOLLOWING ACTIVITIES ARE PROHIBITED:** Covering front windows; burning freestanding candles; providing red wine or red punch; nailing or gluing anything to the walls, floors, ceiling or fans; throwing birdseed, rice or confetti in the building; standing on tables or chairs; destroying building or its contents; running in building or playing on stairs
- ❖ One adult must be present for each ten underage attendees
- ❖ Renter is responsible for set-up prior to the event and clean up after the event
- ❖ **ARTWORK MAY NOT BE MOVED FROM WALLS**
- ❖ **EVENT MUST END BY MIDNIGHT**
- ❖ **REPORT ALL DAMAGE AND/OR CLEANLINESS VIOLATIONS IMMEDIATELY TO TOWN HALL at 222-9495, leaving a message if necessary.**
- ❖ **THE SECOND FLOOR SHOULD NOT BE OCCUPIED BY MORE THAN TEN (10) PEOPLE.**

THE TOWN OF CLOVER IS NOT RESPONSIBLE FOR ANY INJURIES OR DAMAGES INCURRED DURING THE RENTAL. THE TOWN RESERVES THE RIGHT TO REFUSE RENTAL BASED ON REQUESTED USE OR PRIOR RENTAL EXPERIENCE.

CLEAN UP POLICY

- **SET A/C TO 82 DEGREES OR HEAT TO 65 DEGREES – Upstairs and Downstairs.** Keep thermostat on **“Auto” - not “Fan”**.
- **CHAIRS AND TABLES MUST BE STACKED AND RETURNED TO DESIGNATED AREAS**
- Building must be left in the condition it was found or better
- All renter/private chairs, tables, decorations and equipment must be removed
- All food must be removed from the building following the event. Place garbage bags in dumpster behind the building located within the fence. **Do not throw garbage bags over the fence.**

By signing this contract the Renter agrees to abide by the Policies and Rules listed for the use of the building, certifies the above information is correct, and, if applicable, is authorized by the organization to sign on its behalf. Renter will abide by all state and local statutes and ordinances with respect to the serving and consumption of alcoholic beverages. Renter hereby releases the Town of Clover from any claims of injury or damages incurred during the rental.

Signature of Renter: _____ Date: _____

OFFICE USE ONLY

Date Approved: _____ Town Representative: _____

Security Deposit Paid \$ _____ Date: _____ Check# _____ or Cash

Rental Fee Paid \$ _____ Date: _____ Check# _____ or Cash

Deposit Refunded: Date: _____ Check# _____ If not refunded, Why? _____

	Check-in	Check-out
Carpet Vacuumed.....	_____	_____
Kitchen Floors swept & mopped.....	_____	_____
Kitchen sink and drain board clean.....	_____	_____
Bathroom floors swept & mopped.....	_____	_____
Bathroom sinks, toilets clean.....	_____	_____
Trash placed in dumpster in back lot prior to leaving premises	_____	_____
Damages resulting from the event: _____		

<p>Approved for Reimbursement: Date: _____ By: _____</p>
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