



ROTARY CENTENNIAL PAVILION Rental Agreement

FEE SCHEDULE

Includes: Pavilion & plaza area/electric utilities -----

Government/Non-Profit/City Resident Rate (Non-profit organizations as defined by the IRS)	\$100.00 per day
Commercial/Non-City Resident Rate	\$200.00 per day
Trash Deposit	\$100.00 per event

Rental fee schedule is subject to change without notice.

The event may require additional permitting:

- An **Event Permit** is required if any area of the adjacent parking lots and/or plaza area (South Street) are to be closed in order to accommodate the utilization of the pavilion.
- A **Petition for Temporary Street Closing** is required for additional street closings.
- A **Noise Permit** is required if amplified sound will be utilized.

Portable restroom facilities are required and the responsibility of the user.
The collection and/or removal of all trash generated by the event is the responsibility of the renter. Trash Deposit will be returned the next business day after the event provided trash was collected and removed properly.

GENERAL POLICY

The City of Gastonia shall maintain a liability insurance policy to cover rental events and employees.

All federal and state laws and city ordinances are to be observed.

Users of the facility will not be discriminated against because of sex, race, religion or nationality.

Decisions to grant use of the Rotary Pavilion will be made in accordance with the following prioritized ranking of users and user groups:

1. City of Gastonia Programs and uses
2. Programs sponsored by City-affiliated non-profit organizations

3. Programs sponsored by the Rotary Clubs of the City of Gastonia and the Gastonia Downtown Development Corporation (GDDC)
4. All other functions scheduled on a first-come first-serve basis.

The renter shall pay the rental fee to hold the event date. Fees are not refundable for cancellations made prior to the event. Fees are not refundable due to inclement weather, a rain date may be scheduled as available, if desired, within thirty (30) days of cancellation.

The intended use of the Pavilion is as an entertainment venue for the community, such as, theatrical performances, cultural events, musicals, and concerts. Any City of Gastonia, City affiliated non-profit, GDDC and Gastonia Rotary Club(s) events will be given scheduling priority.

Procedures and fees are subject to annual review.

User generated publicity about an event shall be approved by the Rental Coordinator.

It is the responsibility of the user to check with staff about building and site conditions before leaving the premises.

SMOKING IS NOT ALLOWED ANYWHERE ON THE PAVILION.

The Rotary Centennial Pavilion is owned and operated by City of Gastonia. This is an Equal Opportunity facility. Federal law prohibits discrimination. To file a complaint of discrimination, write: USDA Director of Civil Rights, Room 326-W, Whitten Building, 14th & Independence Avenue, SW, Washington, DC 20250-9410.

Any events having in excess of 50 people present, or where alcohol is served, must provide proof of Homeowners Liability Insurance or Special Events Insurance in the amount of \$1,000,000 (one million dollars) naming the City of Gastonia as additionally insured. Proof of insurance must be provided at contract signing or a minimum of thirty (30) days prior to leasing the facility.

All security must be provided by pre-approved, off-duty city or county law enforcement and will be the responsibility of the renter.

An off-duty officer, with jurisdiction in the City of Gastonia, must be present anytime alcohol is served. The renter will be responsible for obtaining the services of the off-duty officer.

We reserve the right to inquire about the nature of the function and to refuse inappropriate activities and usage.

Renter's Initials _____

ALCOHOLIC BEVERAGES

The following rules and information govern sales and/or consumption of alcoholic beverages at Rotary Centennial Pavilion.

A written permit issued by the City Manager or his duly authorized representative is required whenever alcohol is served. Applicants must demonstrate proof of proper insurance, as required by City of Gastonia, and make adequate provision for traffic control and public safety. The City Manager, or his representative, may place such additional restrictions on the event as he deems reasonably necessary to insure public safety and convenience. Application forms for such permits are available in the office of the City Manager, and must be filed at least fourteen (14) days prior to the opening day of the event. The applicant is responsible for any fees associated with obtaining the permit.

The City of Gastonia reserves the right to deny sales or consumption of alcoholic beverages at Rotary Centennial Pavilion.

A special event permit must be obtained by the user from the North Carolina Alcoholic Beverage Commission. Users should plan on a few weeks to obtain this permit. All North Carolina laws and rules must be observed.

All non-profit organizations must have a one-time special event permit to sell any type of alcoholic beverage at an event.

No ABC permit is necessary to serve beer, wine or champagne, if it is not sold. A permit is required however, if liquor is served. Class reunions and other similar activities are required to have a one-time special event permit, for beer, wine, or champagne. This is assuming a fee has been charged in advance to participate in any of the reunion-related activities. Consequently, even though the beverages are not "sold" at the event, they are considered as such by the State ABC Commission, since the participants have paid a fee to attend, which might cover facility rental, food/beverage, and/or entertainment.

Contact state ABC office in Raleigh, 919-779-0700, ext. 251, to obtain application form. The form takes approximately two (2) weeks to receive or contact the ABC Enforcement Officer of the Gastonia Police Department at 704-866-6874 for information about permits.

A copy of the permit must be provided to the City of Gastonia a minimum of twenty-four (24) hours before the event, or the serving of alcohol will not be allowed.

Alcohol must be removed from the premises immediately after the event.

Disruptive behavior will not be tolerated. The City of Gastonia reserves the right to close the event and/or call City Police.

Renter's Initials _____

RENTER RESPONSIBILITIES

The rental agreement must be signed by a legally responsible party, who must be at least twenty-one (21) years of age.

The user is responsible for all guests, caterers, vendors and service providers associated with the event and shall abide by the rules set by the City of Gastonia. Any damage to the site or building is the liability of the renter and may result in denied use of the facility in the future, as well as, additional charges.

All plans and arrangements are to be reviewed and approved by the City of Gastonia.

If your event has vendors, said vendors shall, also, comply with all vendor rules and regulations.

DO NOT TAPE, STAPLE, NAIL or ATTACH IN ANY OTHER WAY item(s) to the Pavilion structure. The construction of the Pavilion involved a great deal of time, effort, and money, so please, treat it with the respect it deserves!

Banners, signs and other such items **MAY NOT BE TAPED, NAILED, STAPLED, OR ATTACHED IN ANY OTHER WAY** to the Pavilion. If you need to have your banner/sign displayed inside or outside, arrange to have freestanding poles for attachment or request the use of the banner poles located on the north side of the Pavilion.

Do not affix tape or other similar substance to any surface at the Pavilion. Any items attached to the benches in the plaza (balloons, etc.), must be removed at the end of the event.

THE COLLECTION AND/OR REMOVAL OF ALL TRASH GENERATED BY THE EVENT IS THE RESPONSIBILITY OF THE RENTER. TRASH MAY BE PLACED IN DUMPSTERS LOCATED IN THE ADJACENT PARKING LOTS. Trash deposit will be returned the next business day after the event provided trash was collected and removed.

If you would like to use candles inside the Pavilion, they MUST BE COVERED WITH A GLASS HURRICANE GLOBE THAT IS TALLER THAN THE CANDLE.

Renter's Initials _____



ROTARY CENTENNIAL PAVILION Vendor Rules & Regulations

1. It is the responsibility of the event coordinator to contact the City of Gastonia at least two (2) weeks prior to the event to set up an arrival time. Vendors are to contact the coordinator of the event to make sure you are setting up in the correct location!
2. Vendor set-up time and location as determined by the event coordinator and City of Gastonia.
3. Please note that the City reserves the right to require any vendor to stop selling an item at any time.
4. Vendors cannot sell or bring alcoholic beverages on site unless specifically permitted to do so. Vendors shall not drink alcoholic beverages while vending at a scheduled event.
5. **RULES CONCERNING HEALTH DEPARTMENT INSPECTIONS:** Event coordinators are required to obtain and complete a copy of the Gaston County Health Department Application for each vendor and return it, fifteen (15) days prior to the day of the event, to: Attention David Littman, 991 West Hudson Boulevard, Gastonia, NC 28052. An approved application for each vendor must be presented to the City before any vendors will be allowed to set up at any event. The event coordinator is responsible for sending all applications for all vendors to the Health Department in one (1) submittal. It is the sole responsibility of all event coordinators/vendors to adhere to all Health Department inspections and requirements. The City of Gastonia is not responsible for making sure your vendor unit is inspected or in compliance with regulations. If you have any questions concerning your application and/or regulations, please call Doc Thompson or David Littman at the Gaston County Health Department at 704-853-5217
6. All vendor spaces and pricing are as determined by the event coordinator, as permitted by the City. Due to the limited site area vendors with trailers will **not** be allowed to leave trucks hooked up to units or parked on the street or within the event site.
7. Each vendor must provide trash receptacles, tables, chairs, and/or canopies at the site. Vendors using tents and air-supported structures must obtain a permit from the Fire Marshal's Office of the City of Gastonia Fire Department.
8. Any vendor using cooking oil/grease **MUST** have a container to store used oil/grease. **ABSOLUTELY**, do not throw used oil/grease into trash containers, on grounds, streets or storm drains in Downtown Gastonia. Non-Adherence to this policy will result in immediate revocation of your application to participate in City events.
9. Food should be protected with ice or canned heat.
10. All food must be wrapped and kept sanitary.
11. If using equipment that produces heat or flame, such as cooking equipment or propane gas, you must have a five (5) pound ABC Fire Extinguisher (2A10BC type) on site at all times.
12. If using electrical equipment, it must have a UL stamp displayed.
13. All vendors are required to stay open until the end of the event. Vendors have one hour after the event is over to dismantle and leave your area. Vendors are required to leave their areas clean and litter free.
14. A certificate of insurance in the amount of \$1,000,000 (one million dollars) naming the City of Gastonia as additionally insured, must be provided.
15. All vendors must sign and return the enclosed waiver of liability agreeing to hold harmless the City of Gastonia to the Real Estate Division.

NON-ADHERENCE TO ANY OF THESE RULES MAY RESULT IN FORFEITURE OF FUTURE PARTICIPATION IN CITY EVENTS. BY PARTICIPATING, VENDORS ARE AGREEING TO HOLD THE CITY OF GASTONIA AND ITS SPONSORS HARMLESS FOR ANY ACCIDENTS, WHICH MAY ARISE.

Renter's Initials _____

Hold Harmless Agreement

I, _____, do hereby agree to indemnify and hold harmless the City of Gastonia and their respective officers, agents members and employees of any sponsoring organization, underwriters, individually or collectively, from all fines, penalties, liabilities, losses, claims, damages and expenses, including court costs and attorney's fees, incurred or suffered as a result of or relating to my participation in any pre-criterium event.

Signature

Date

Printed Name

WCF/Agree_PAVILION RENTAL
UPDATED12/15/08

Vendor Name: _____
 Event: _____
 Date: _____
 City Priviledge License # _____



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 Signature

 Date

 Printed Name



OFFICE USE ONLY

Date Received _____
 Time _____
 Amount Paid _____
 Check No. _____
 Complete Agreement Number _____ Y/N

**Rotary Centennial Pavilion
 Reservation Form**

Name: _____
 Business/Organization (if applicable): _____
 Address: _____
 Telephone (day): _____ (night): _____
 Date of Function: _____
 Type of Function: _____
 Number of Guests Anticipated: _____
 Beginning Time: _____ Ending time: _____

Rental Fee	\$ _____
Trash Deposit	\$ _____
Event Permit (if needed)	\$ _____
Noise Permit (if needed)	\$ _____
Temporary Street Closing Permit (if needed)	\$ _____
Additional	\$ _____
Total of rental	\$ _____

(to be paid at time of application)

Any alcohol served:
 _____ beer/wine/champagne (permit required)
 _____ mixed drinks (permit required)

Caterer/Vendor(s) (if known) _____
 Security (if known) _____

Signature of Responsible Party (required) _____

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 Signature Date

 Printed Name