

TOWN OF ROCKWELL



RESERVATIONS, TERMS AND CONDITIONS FOR LEASING THE LEGION BUILDING

- MAXIMUM FIRE CODE CAPACITY IS 185 PEOPLE. Tables and chairs are provided for 160 people.
- Building may be rented for a fee of \$300.00 (Plus a \$100.00 refundable security deposit shall be required. This shall be refunded after the building has been inspected by the Town and the key is returned by 5:00 p.m. the next business day.)
- Alcohol permit is the responsibility of the individual leasing the facility. A permit request form is available from the Town Office or the NC ABC Commission, if liquor is served.
- Alcohol is permitted inside the building only.
- Renter must be at least twenty-one (21) years of age. (If the event is primarily for those under age the renter must submit a list of responsible adult chaperones that will be at the entire event.)
- Police officer security is required for certain events. It will be the responsibility of the renter to contract with an off-duty Rockwell Officer to provide security. Arrangements can be made by contacting the Rockwell Police Dept at (704) 279-3420
- If alcohol is served, and greater than 150 guests, then there shall be three (3) officers present. Less than 150 guests require two (2) officers present.
- If the event has 50 to 150 guests and no alcohol is served, then only one officer will be required. Greater than 150 guests with no alcohol served will require two (2) officers.
- The event must be over no later than midnight (12:00am) and the facility must be vacated no later than 1:00 a.m. for all private functions. Facility must be cleaned no later than 10:00 a.m. the following morning.
- The use of tobacco products is not permitted inside the building.
- There shall be no illegal drugs allowed on the property, either inside or outside the facility.
- No concealed firearms are permitted on the premises.
- No pets are allowed inside the facility. Service animals only are permitted.
- User is liable for any damages to the building, its contents, and grounds.
- Those leasing the facility are responsible for the conduct of their guests.

- The renter shall indemnify and hold harmless the Town of Rockwell from any liability
- “Excessive Noise” shall be grounds for termination of the event.
- Those leasing the facility are responsible for the set-up before and take down after each event. Do not use nails, tacks, staples, or tape to attach decorations to walls / painted surfaces.
- Those leasing the facility are responsible for returning the facility in a condition similar to that upon arrival.
- The lower level of the building is not available for use at this time.
- Trash should be bagged and deposited in the waste containers outside the building.
- Doors MUST be locked when exiting.

Emergency issues after Town regular business hours concerning the facility may be directed to 704-202-9975.

The Town Board of Aldermen reserves the right to refuse usage of the facility to anyone who violates any of the above rules.

Name: _____

Date Reserved: _____

Address: _____

Address: _____

Contact Phone Number: _____

Amount Paid: _____

I the undersigned state that I have read and agreed to the rules and regulations as listed above.

Applicant's Signature

Approved by: _____