

Town of Camden King Meeting Room Rental Application

RENTAL PROCEDURE

Rental Application must be reviewed by the Town of Camden Town Manager to be granted approval. You will be informed as soon as the approval process is complete.

FACILITY RULES, POLICIES AND PROCEDURES

As Renter, I Agree,

1. I will dispose of all trash, food, and all other rubbish.
2. The party granted access is solely responsible for any damage to Town property caused by its use under this application and further that it shall be responsible or liable for any and all injuries to persons sustained upon the premises or damage to personal property. The Town shall not be liable or responsible in any manner whatsoever for any damage to property or injuries to persons upon the premises.
3. The party granted access accepts responsibility of leaving the premises in the condition they found it. The party will be charged if the Town must clean, replace, or repair property damage caused by or during your rental.
4. No tables, chairs or other City property may be taken outside of the rented room.
5. Access doors are to be closed at all times and may not be propped open.
6. The party granted access agrees to reimburse the Town for all costs incurred by it in repairing damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility maintenance, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees.
7. If the key is lost, misplaced, or unable to be returned, the renter will be responsible for a \$100 reimbursement fee to the Town.
8. Fee to utilize the room is \$40.00 for the first hour with a max cost of \$80.00 for any additional time.

ACKNOWLEDGEMENT

I, (print your name) _____ have read and understand the policies and procedures set forth by the Town of Camden. I understand that failure to adhere to these policies may result in fees that must be paid.

GENERAL APPLICANT INFORMATION

Today's Date: _____

Organization (If applicable): _____ Email: _____

Contact Name: _____ Home Phone: _____
(Must be at least 21 years of age)

Mailing Address: _____ Work Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

GENERAL EVENT/FUNCTION INFORMATION

Name/Nature of Event: _____
(A description of the event or name of event)

Proposed Date(s) of Event: _____

Starting Time: _____ Ending time: _____ Estimated Attendance: _____
(Including set-up time) (Including clean-up time)

I, as an official representative of the organization and/or event identified in this application, and whose name appears on this application as the contact for said event, by signing below verify that the information contained in this application is true and accurate to the best of my knowledge, and that I have read and understand the policies pertaining to the rental of Town facilities.

SIGNATURE: _____ DATE: _____