

TOWN OF FAIRMONT FACILITIES RENTAL/USE APPLICATION

P.O. Box 248, Fairmont, NC 28340 Phone: 910-628-9766 Fax: 910-628-6025

Email: fairmontnc@bellsouth.net Website: www.fairmontnc.com

Name (Please Print) _____

Address _____

Phone Day _____ Evening _____

Email (if available) _____

Event Date _____ Facility/Room requested _____

Type of Event _____ No. of Attendees _____

Hours of Event (including set-up and clean-up) _____ to _____ Total Hours _____

Resident _____ Non-Resident _____ Driver's License/I.D. # _____

Alcohol (Heritage Center only, \$250 Breakage Deposit with ABC permit) Yes ___ No ___

Kitchen/Concession Stand Yes _____ No _____ Private Caterer Yes _____ No _____

Extra Tables/Chairs (Heritage Center) Tables _____ Chairs _____

Rental Fee _____

Damage Deposit _____ **Date Refunded** _____

Alcohol Breakage Deposit _____ **Date Refunded** _____

Extra Tables _____ @ \$1.00 each _____

Extra Chairs _____ @ \$0.25 each _____

TOTAL RENTAL CHARGE _____

PAYMENTS REQUIRED IN ADVANCE

Telephone reservations for any Town facilities shall only ascertain availability, and will not guarantee the reservation; reservations are guaranteed ONLY upon payment in full, plus any breakage deposits that may be required. Reservation payments must be paid at least fifteen (15) days in advance of the function; full refunds will be made up to 48 hours before the scheduled function date; cancellations less than 48 hours prior to the function date shall require a 50% cancellation charge.

Applicant Signature _____ Date _____

Staff Approval _____ Date _____

FAIRMONT-SOUTH ROBESON HERITAGE CENTER

<u>Room</u>	<u>Room Name</u>	<u>Area</u>	<u>Seating Capacity¹</u>	<u>Room Base Rate</u>	
				<u>Weekday</u>	<u>Weekend</u>
C1	Classroom 1	832	45	Reserved for RCC	
C2	Classroom 2	832	45	Reserved for RCC	
C3	Small Conference Room 1	*1,242	45	\$ 120.00	\$ 140.00
C4	Small Conference Room 2	1,188	60	\$ 100.00	\$ 120.00
C5	Small Conference Room 3	637	30	\$ 60.00	\$ 80.00
C3/C4	Medium Conference Room 1	*2,320	100	\$ 160.00	\$ 200.00
C4/C5	Medium Conference Room 2	2,145	100	\$ 160.00	\$ 200.00
C3/C4/C5	Large Conference Room	*3,287	240	\$ 240.00	\$ 300.00
	Banquet Hall	*3,287	240	\$ 240.00	\$ 300.00
	Auditorium	*3,287	290	\$ 240.00	\$ 300.00

*Includes the 450 square foot stage.

¹**Maximum Seating Capacity is 298 people.**

1. Rental Rates - Rental Rates shall be computed as a Standard Hourly Rate of \$20.00 per hour, **PLUS** a Room Base Rate as per the attached schedule.
2. There will be a refundable Damage Deposit of \$100.00.
3. Town Residents are afforded a twenty-five percent (25%) discount off the **BASE RATE ONLY. Residents must provide Driver's License or ID card as proof of residence inside city limits.**
4. Alcoholic beverages are allowed ONLY upon proof of a permit from the State ABC Commission; a refundable breakage deposit of \$250.00 shall be required at the time the reservation is guaranteed.
5. Seating and Tables
 - a. For Classrooms 1 & 2, and the Small and Medium Conference Rooms, tables and chairs will be provided up to the seating capacity.
 - b. Large Conference Room Seating includes 20 circular tables and 100 chairs; additional tables are available at \$1.00 each; additional chairs are available at \$0.25 each.
 - c. Auditorium Seating includes 150 chairs; additional chairs are available for \$0.25 each.
 - d. Banquet Seating includes 20 circular tables and 120 chairs; additional tables are available at \$1.00 each; additional chairs are available at \$0.25 each.
6. Kitchen
 - a. Table linens, dishes, glasses, and silverware are not available, and must be supplied by the renting party.
 - b. The Kitchen is a Catering Kitchen ONLY and is available for warming cater and/or pre-prepared, foods only.
 - c. An ice machine is not available; ice must be provided by the renting party.

FAIRMONT COMMUNITY PARK

1. Shelter Reservations - \$25.00 per shelter for two (2) hours use.
2. FDC Pavilion in the Pines - \$25.00 no power or \$50.00 with power for two (2) hours use.
3. There will be a refundable Damage Deposit of \$25.00.
4. The consumption of alcoholic beverages in the Park is prohibited.
5. All other Park facilities, including the playground, walking trail, and restrooms, shall remain open to the public.
6. INFLATABLES WITH INSURANCE ONLY/CHARGE ACCORDINGLY.

FIRE HALL

1. Rental Rate - \$150.00 per four-hour time block plus \$100 refundable Damage Deposit.
2. No alcoholic beverages are allowed in this facility for any functions.
3. The tables and chairs that are in the facility are included in the fee; no additional tables or chairs are available; renters shall not bring tables or chairs to the facility; and no, tables or chairs will leave the facility.
4. Any Town Employee may reserve the facility for non-commercial private family functions no more than twice per calendar year at a rate of \$75.00 per four-hour time block.