

Lessee's Name _____
Date & Time of Entry _____
Date & Time of Key Return _____

Keys: A=Front Door ___
W=Water Key ___



City of Bennettsville

Department of Tourism, Parks, & Recreation

www.visitbennettsville.com

Community Center

714 North Marlboro Street Bennettsville, SC 29512

843-454-2142

Bennettsville Community Center - Procedures for Lessee

Summary recapped from "Community Center Rules and Guidelines"

Entry to the facility will be available no earlier than 8:00 a.m. on the morning of the event as listed above

Non-permitted acts:

1. NO use of adhesives, i.e. nails, tacks, tape, Velcro picture hanging strips, etc. shall be allowed on the walls, floors, or ceilings.
2. NO glitter, birdseed, rice, petals, bubbles or similar materials are allowed inside the building.
3. Candles when used on tables are permitted. Floor candelabras are NOT permitted.
4. NO excessively loud music is allowed. Music must always be kept at a reasonable volume.
5. Absolutely NO SMOKING is allowed inside the building. This includes the use of fireworks, fog machines, electronic cigarettes, and other manufactured products as well as tobacco cigarettes and cigars.

VENDORS: The Lessee will be held liable for the actions of their vendors (caterer, florist, DJ, band, etc.). It is the responsibility of the Lessee to ensure their vendors are aware of all Rules and Guidelines as stated in the original rental agreement.

KITCHEN: All tabletops and sinks in the kitchen must be wiped down before leaving to keep unwanted pests away. The refrigerator and freezer must be emptied. The floor of the kitchen must be swept and/or mopped (if sticky) before leaving. A broom with dustpan, mop, and bucket are in the corner of the kitchen near the utility drain to the right of the stainless sink. All trashcans must be emptied with all waste being placed in the green push carts/dumpsters located in the rear parking lot.

BANQUET HALL: All tabletops and floor must be free of debris or visible food items. All decorations must be removed and disposed of properly. All trashcans must be emptied with all waste being placed in the green push carts/dumpsters located in the rear parking lot.

HEATING VENTILATION AIR CONDITIONING (HVAC) SYSTEM: Proper use of the HVAC system is expected. Controls for the banquet hall unit are to the right of the stage facing the exit door. At the end of said event, the HVAC system thermostat should be turned OFF.

LIGHTING FIXTURES:

All lights should be turned OFF upon leaving the facility at the end of said event. Banquet Hall light switches are located on the left side wall of the stage. Banquet Hall side lights are controlled by the sliding switch on the left wall (adjacent to the ladies' restroom) at the double doors entrance in the front lobby.

AUDIO/VISUAL (A/V) SYSTEM: The A/V system should be turned OFF at the conclusion of said event. The cabinet door to the system should be locked upon departure.

KEY(S):

The key(s) can be placed under the Community Center office door in the lobby after the event has concluded and all doors are locked. Please exit the building through the side doors facing the tennis courts. Otherwise, please return the key(s) to the Bennettsville Visitor Center, 304 West Main Street, on the date listed above.

REMINDER: All trash is to be removed and equipment returned to where it was found.

By adhering to the above guidelines, the Lessee will guarantee the full refund of their \$200 security deposit.

Emergency Contacts & Wi-Fi:

Elisabeth McNeil 843-454-6516

Brittany Jones 843-862-5644

Wi-Fi Name: BCC guest

Wi-Fi Password: cob21036



City of Bennettsville

Department of Tourism, Parks, and Recreation

Visitor's Center
304 West Main Street
Bennettsville, SC 29512
843-479-3941
FAX 843-479-4589

Community Center
714 North Marlboro Street
Bennettsville, SC 29512
843-454-2142
FAX 843-479-1528

www.visitbennettsville.com

Bennettsville

Community Center Facility Details

Total capacity of people: 428 (according to City of Bennettsville Fire Marshal)

Total availability of tables: 6' rectangular, 8' rectangular, 5' round, 3' rectangular

6' rectangular tables: 32 maximum seating of 256 people with 8 at each

8' rectangular tables: 9 maximum seating of 90 with 10 at each

5' round tables: 15 maximum seating of 120 with 8 at each

3' rectangular table: 1

8' brown catering tables: 2

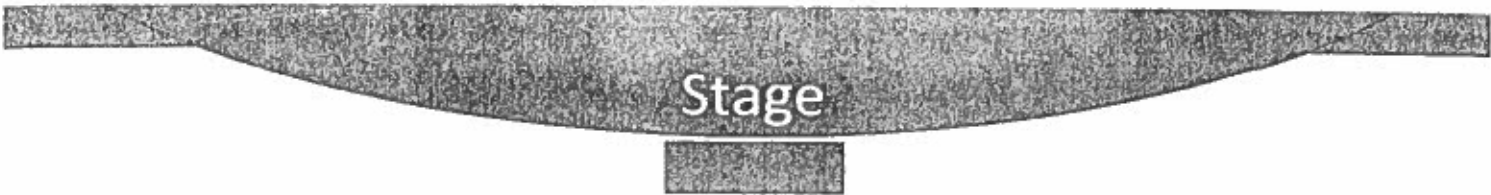
Total availability of chairs: 349 metal folding chairs

Use of the catering kitchen is included in the rental rate for the event space. The kitchen is designed for catering only. There are no cooking appliances in the kitchen only two double-door warmers, one double-door refrigerator, one 500 lb. icemaker, and one single-door freezer.

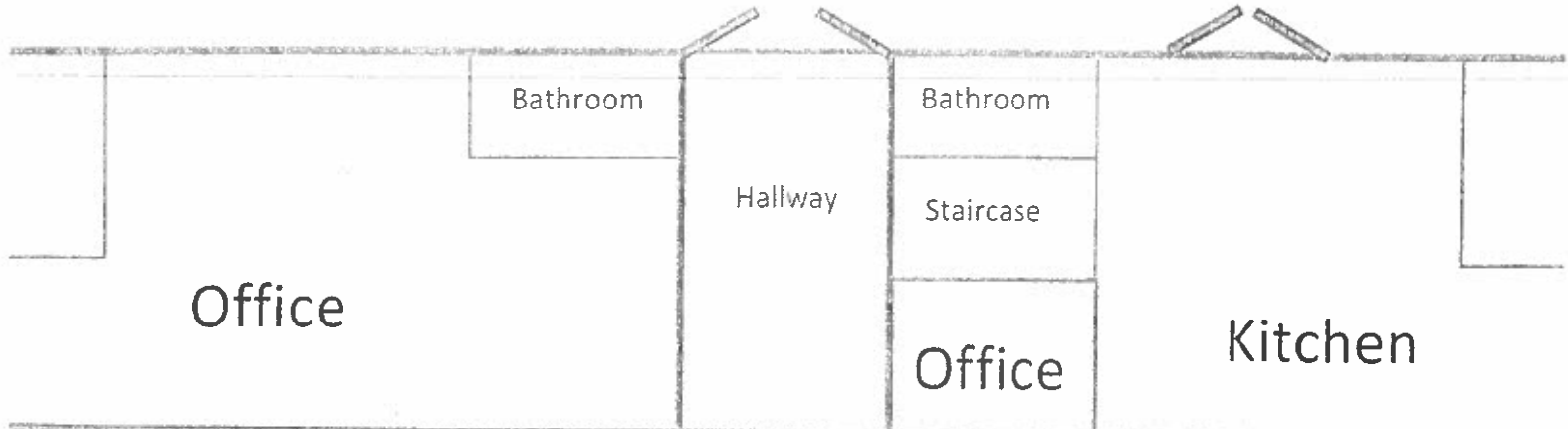
Community Center Rules and Guidelines

1. **Security Deposit:** The \$200 security deposit will be refunded within 10 days after said function, if there are no damages or any violation of the Community Center Rules and Guidelines. A refund check will be mailed to the name/organization on the Agreement. Lessee understands, additional charges may be assessed when repair costs exceed the security deposit amount.
2. **City Employee Responsibility:** If the Community Center is leased by a City employee for another party, the City employee agrees to have the Rental Agreement placed in his/her name and under his/her signature, assumes all responsibilities for fees and damages, and will be present for said activity.
3. **Cancellation Policy:** The City of Bennettsville reserves the right to cancel any reservation. In such an instance, the security deposit and any rental fees paid will be fully refunded. Lessee agrees that if he/she does not cancel said event 90 days prior to the date reserved, he/she will not receive a refund of the security deposit or any rental fees paid.
4. **Alcohol Usage:** Alcohol can be served at private functions without a permit from the SC Department of Revenue. Lessees for public functions are required to obtain a temporary liquor license from the State for alcohol to be served. A copy of said license must be presented and will be filed with the signed Community Center Rental Agreement. Cash bars are NOT allowed.
5. **Fire Safety:** Lessee agrees to not compromise fire safety guidelines regarding exits and flammability. This includes the blocking of interior/exterior marked exits with tents, equipment, or any other decorations. Lessee understands that the Community Center is a NO SMOKING facility and use of pyrotechnic equipment inside the building is NOT ALLOWED, i.e. fireworks, fog machines, or sparklers. All events are subject to Bennettsville Fire Department inspection. The maximum capacity for the Bennettsville Community Center is 428 individuals.
6. **Security:** The City of Bennettsville may require the lessee to obtain onsite security for certain events. The lessee agrees to pay the City of Bennettsville additional fees to provide a minimum of two (2) off-duty Police officers, or persons acceptable to the Department, at a rate of \$30 per hour per officer. All security personnel need to understand that it is his/her responsibility to provide supervision inside and outside the facility as well as adjacent parking areas. Lessee agrees to call 911 to report any incidents and any costs incurred will be at his/her expense.
7. **Specific non-permitted acts:**
 - a. NO fighting or abusive language in or around premises. Violators should be reported to the Bennettsville Police Department.
 - b. Use of any adhesives, i.e. nails, tacks, tape, Velcro picture hanging strips, etc. on the walls, floors, or ceilings is prohibited.
 - c. NO glitter, birdseed, rice, petals, bubbles or similar materials are allowed inside the building.
 - d. Candles when used on tables are allowed, Floor candelabras are NOT permitted.
 - e. NO excessively loud music. Music must always be kept at a reasonable volume.
8. **Rules for Vendors:** All rules apply to vendors (caterer, band, DJ, bartenders, florist, presenter, etc.) used for said event. Any infractions of the Rules and Guidelines by vendors will result in additional fees payable by the lessee.
9. **Cleanliness & Equipment Policy:** Floors must be cleaned of all large residue. Floors should only be mopped if a spill occurs or if mud is present. Bathrooms are to be left in a clean condition. All trash and garbage must be bagged and placed in dumpsters at rear of building before leaving. Trash bags are provided and placed in each bin. Gray trash bins are to remain inside the building. The grounds should be checked for any outside litter and cleaned up accordingly. Any equipment used during event should be returned where it was found. All lights, Audio/Visual (A/V) system, and Heating Ventilation Air Conditioning (HVAC) units should be turned OFF at time of departure. All exterior doors and A/V cabinet door must be locked upon final departure.
10. **Injuries and Stolen Items:** Lessee assumes full responsibility for any injury sustained while participating in said activity; does hereby release the Bennettsville Tourism, Parks, & Recreation Department, its staff, and the entire City of Bennettsville from said responsibility; and acknowledges full obligation for all lost or stolen items.
11. Lessee agrees to terminate said activity by 12:00 a.m. (midnight) and depart facility promptly.
12. Lessee understands that all above rules must be met to receive security deposit fully refunded.
13. Lessee understands this is an official contract of the State of South Carolina and is legally binding.

Lessee	Date	City of Bennettsville employee	Date
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Stage



Bathroom

Bathroom

Hallway

Staircase

Office

Office

Kitchen