

# APPLICATION FOR USE OF THE CONFERENCE CENTER MEETING ROOM TOWN OF CHESTERFIELD RENTAL FACILITIES

This application must be completed in its entirety. Please type or print legibly.

Name of Responsible Person Applying:

---

Name of Organization/Group Representing: (If non-profit, please provide documentation)

---

Address and Phone Number:

---

Date/Time of Use: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Facility requested: **Conference Center meeting Room**

Type of Program/Nature of Use: \_\_\_\_\_

Admission Will/Will Not be charged. Proceeds to be used for:

---

Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_

**ALL TOWN FACILITIES ARE UNDER THE JURSDICATION OF THE  
CHESTERFIELD POLICE DEPARTMENT AND ARE SUBJECT TO  
MONITORING OF ALL ACTIVITIES/EVENTS.**

**I promise to personally assume responsibility for payment of all charges and the observance  
of all regulations governing the use of this facility.**

---

**Applicant Signature**

**Date Signed**

---

## Office Use Only

Rental Fee (Amount): \$ \_\_\_\_\_

Date: \_\_\_\_\_

\$15/hour with three (3) Hour minimum

Deposit (Amount): \$ 25.00

Date: \_\_\_\_\_

I certify that I have received the \$ 25.00 deposit for the rental of the Conference Center Meeting Room on \_\_\_\_\_ .

Date: \_\_\_\_\_

Signature of Person Making Reservation  
**Deposit Rules and Guidelines**

All deposits must be picked up within 10 calendar days after the rental date. After this time, the Town of Chesterfield will not be held responsible for any money, including cash or checks. The following rules and guidelines apply to the users of the facility.

1. No smoking or tobacco use in the building or grounds as posted. Alcoholic beverages are not allowed in the building or on the grounds without prior written approval from the Town of Chesterfield.
2. A responsible adult of at least 21 years of age shall remain on the premises for the entire duration of any event.
3. **All trash, paper products, food, decorations, etc. must be removed from the building and placed in the trash receptacles.** The user (renter) is responsible for removal of the above items, even if they have contracted with a party/wedding coordinator or caterer.
4. **NO GLITTER OR CONFETTI CAN BE LEFT ON THE FLOOR, YOU WILL BE RESPONSIBLE FOR SWEEPING IT UP AND/OR SUBJECT TO YOUR DEPOSIT BEING FORFEITED FOR ADDITIONAL CLEAN-UP COSTS.**
5. Bathrooms must be left in presentable condition.
6. **The Town is not responsible for setting up or taking down any tables or chairs.**
7. Any equipment used shall be returned to its original location. No equipment, material, or furniture may be removed from the facility.
8. Litter scattered over the outside area as a result of the particular event shall be picked up by the renting party.
9. The renter is solely responsible for any damages occurring to the facility or equipment. The required deposit fees may be used to satisfy such damages and/or extra cleaning that may be required. Additional charges (exceeding the deposit) may be assessed as needed, to cover additional repair costs.
10. Changes to wires, wiring, electrical, or audio/video connections are strictly forbidden.
11. Seating capacity: Tables: 5 - 6ft round, 5 – 6 rectangle
12. Fire exits must not be blocked by tables, chairs, or equipment of any kind.
13. Town personnel staff will inspect the facility and equipment after each rental.

Failure to comply with these rules may result in a forfeiture of all or a portion of the required deposit and may result in additional charges. The deposit will be refunded after the facility and equipment has been checked and the keys are returned. We require two separate checks to be written – one for the deposit and one for the rental fee.

I have read and reviewed the rules and guidelines and understand that failure to comply may result in the forfeiture of all or a portion of the deposit.

**Signature of Responsible Party:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Reservation Agreement

The Public Properties Department welcomes you and your group to use the facility. In using the facility you will agree to the following conditions and terms.

1. A deposit and rental/cleaning fee is required at the time of reservation. This is a requisite for making a reservation. You DO NOT have a confirmed reservation until you have paid both the deposit and the rental fee. Fees are subject to change at any time. Reservations are to be made two weeks in advance.
2. Failure to notify the department of the cancellation of your function at least seven (7) days prior to the event will result in the forfeiture of your deposit.
3. The Town of Chesterfield is not responsible for any injuries received on facility premises.
4. The building and equipment will be left in a condition equal to or better than found.
5. No alcoholic beverages are allowed during public events or on the grounds, including the park unless prior written permission from the town is granted. No smoking or tobacco use is allowed in any facility or premises as posted.
6. The renter is responsible for securing the facility including turning off the lights, HVAC, and closing/locking the facility at the end of the event.
7. The renter is responsible for any and all damages to the facility and equipment.
8. The renter has usage of the facility only for the time specified on the application form and shall not use any area, or portion of the facility that is not listed on the application at any other time.
9. The Town reserves the right to cancel a reservation at any time. In such instances, the deposit and rental fee will be refunded.
10. To avoid competition with existing private sector businesses, the Town will only rent its facilities to chartered tax exempt organizations when the purpose of the rental is for the raising of funds, i.e. the facilities will not be rented to individuals or businesses, peddlers, etc., when it's their intent to sell tickets, charge admission or sell goods for the purpose of financial gains.
11. The facilities may be rented to non-profit organizations that are duly registered with the State of South Carolina for a reduced rate.
12. The Town Council reserves the right to waiver the aforementioned policy at its discretion.

The person who reserves the facility is responsible for the above rules. I affirm I have read the above and agree to the all items as written.

**Signature of Responsible Party:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Town Facilities Rental Rates

### Chesterfield Conference Center

**Meeting Room- Classroom (old band room):** Occupancy 58

**Rental Fee - \$15.00/hour with Three (3) Hour minimum**

**Deposit - \$ 25.00**

Tables: 5 - 6ft round, 5 – 6 rectangle

***Any group desiring recurring periodic (weekly, bi-weekly, monthly) usage for a Town facility is eligible for negotiated contract rates as approved by Town Council.***