

Revised 8/13/18



2948 MEMORIAL HWY. / P.O. BOX 255  
LAKE LURE, NC 28746  
828-625-9983

## PERMIT FOR USE OF TOWN RENTAL FACILITIES

This Permit for Use application is entered into by and between the Town of Lake Lure ["Town"] and ["Responsible Party"].

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Name

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Mailing Address

City

State

Zip

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Contact Phone Number(s)

In consideration of the Responsible Party's request to use the: (Check one)

- Lake Lure Gazebo
- Community Hall in Municipal Center
- Meadows

It is agreed by the parties that:

### REQUIREMENTS

1. The Responsible Party will be solely and wholly responsible for any and all damage sustained to the premises indicated above during or as a result of the event set forth below.
2. The Responsible Party shall indemnify and hold harmless the Town from and against any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with, the condition or use of the premises covered by this permit, or any means of ingress to and egress from these premises.
3. It is understood that this Permit is issued only to the aforesaid Responsible Party and may not be transferred or assigned, and shall not be inure to the benefit of any successor or assignee of the Responsible Party.
4. The consumption of alcoholic beverages of all types is specifically prohibited. And the use of tobacco products of any kind in any building is specifically prohibited.
5. The Responsible Party shall ensure that the premises are cleaned after the event and all trash is collected and removed.

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Actual time of ceremony or event \_\_\_\_\_

## FEES FOR USE OF TOWN FACILITIES

*(Circle all applicable fees)*

Rental Facilities	Standard Rate	Discounted Rate (for qualifying charitable events /Town Employees	Security Deposit	Trash Disposal Fee
Lake Lure Pavilion (Gazebo) - per event	\$500	\$100	\$250	\$200
Community Hall - Half Day Rental (<4 Hours)	\$100	\$50	\$250	
Community Hall - Full Day Rental (>4 Hours)	\$200	\$50	\$250	
Morse Park Meadows Rental Rates	Standard Rate		Security Deposit	Trash Disposal
Meadows - Full Day Rental	\$250		\$250	\$200
Meadows - Full Day Rental - Qualifying Charitable Event	\$100		\$250	
Recycle Bins	\$10 per day			
Electric Hook-up	\$10 per day			
Water Hook-up	\$10 per day			

To reserve a date, fees and security deposits for requested facilities must be tendered with the 'Permit for Use application'. After the event is held, and the facility is cleaned and vacated at the specified time, the deposit will be returned by mail the following week.

Please note that refunds will not be given due to inclement weather.

If written notice of cancellation is given 90 days prior to the event date, the rental fee will be returned to the responsible party. However, the deposit will be considered non-refundable. If cancellation is made within 90 days of the event date, both the deposit and fee will be considered non-refundable.

### Additional Permits Required

Will your event:

- Include amplified music or P.A. systems? *(Not required for Community Hall) [Town entertainment event permit required]*
- Utilize a tent or canopy? *[Town fabric structure permit required. Council approval required for all over 2,000 sq ft]*
- Have vendors or sales of food or other items (e.g., art)? *[Town Council's approval required]*
- Include alcohol? *(Not allowed in Meadows or Gazebo area) [For Community Hall, Town Manager and Police Chief approval required]*

[ ] Entertainment Event Permit attached

[ ] Fabric Structure Permit attached

[ ] Request Letter to Town Council attached

**I acknowledge that I have read and understand the requirements of this Permit as set forth above and agree as an agent of the Responsible Party to abide fully with these requirements. Failure to comply with all requirements will result in a forfeiture of deposit.**

Signed: \_\_\_\_\_  
On behalf of the Responsible Party named above

Permit Issued on this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_\_.

APPROVED: \_\_\_\_\_, Town of Lake Lure, NC

## GUIDELINES FOR RENTAL OF TOWN BUILDINGS

The Gazebo is available for rent by individuals, groups and organizations for meetings, reunions, etc. Gazebo hours are 9 a.m. to 9 p.m. No open flames permitted. Charcoal grills are available for public use at the picnic shelters located behind the Community Center. Please note: no charcoal or gas grilling is permitted in any area other than near the picnic shelters. **(The Gazebo is 35' in diameter, the arches are 9'6" high, and the middle of Gazebo is 18')**

The Municipal Center's Community Hall was designed and intended for use as a public place primarily by groups or Town residents. Municipal Hall hours are 9 a.m. to 9 p.m. **Regularly scheduled Town governmental functions and meetings have priority when scheduling the use of the Community Hall.** The Community Hall is 1404 sq. ft. - 36' x 39' (with the wall up) and is equipped with 16 – 2 ½'x6' - folding tables (each capable of seating 6 persons), approx. 140 stackable chairs, and limited kitchen facilities (again, this is for warming and serving food, **not** food preparation). **With tables and chairs, there is a limit of 93 people according to the fire code. 200 people are allowed in the room if just the chairs are used.**

The consumption of alcoholic beverages of all types without specific approval from the Town Council (Council will not grant approval for alcoholic beverages at the Gazebo), and the use of tobacco products of any kind upon the premises is specifically prohibited.

The responsible party shall ensure that the premises are cleaned after the event and all trash is collected and removed from the building and or Gazebo area. This will include all flowers, decorations, food, etc. **Do not** leave behind any artificial flowers **or** petals; doing so will result in forfeiture of deposit. Trash receptacles for building rental is provided and located on the west side of the building.

The tables and chairs with the building rental shall be put away in closets after the event as part of the renter's responsibilities. Chairs, tables, dollies or town equipment are not to be removed from the building for any reason at any time.

There is to be no use of glue guns, nails, hooks or screws of any kind or size on any town owned walls or structures. Please do not hang decorations from any light fixtures in or out of buildings. Hooks that may be used for decorating are provided intermittently at the Gazebo.

Cooking of foods in the Municipal Hall kitchen or Gazebo area is prohibited. However, reheating and warming of food is allowed in the kitchen and catered foods are allowed at the Gazebo or Municipal Hall. All related trash and waste must be removed from rental facilities.

Peddling (selling) is prohibited on any town property without a waiver from Town Council prior to any event. Town Council meetings are held at 5:00 pm, the second Tuesday of each month at the Town Hall.

Failure to adhere to the above mentioned guidelines will result in the forfeit of part or all of your deposit.

I, the undersigned, have read and agree to abide by the guidelines described above.

Signed \_\_\_\_\_ Dated \_\_\_\_\_