



Application for Meeting Rooms Rental

Name of Department/Group/Organization: _____

Please select the appropriate classification:

County or State Government
Non-Profit (Not in Pinehurst)

Non-Profit (Office in Pinehurst)
Other Group or Individual

Name of Primary Contact: _____

Mailing Address: _____

Physical Address: _____

Telephone (Home): _____ (Work/Cell): _____

Email Address: _____

Room Requested:

Assembly Hall
Council Conference Room
Other Village Hall Conference Rooms

Assembly Hall Lobby
Fire Station 91 Training Room

Requested Date(s) of Reservation: _____

	Start Time	End Time
Setup		
Event		
Cleanup/Breakdown		

Approximate Number of Attendees: _____

Are you planning to serve refreshments? Yes No

Please detail the purpose of use:



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RENTAL RATES (For First 3 Hours)

	Deposit (with AV)	Deposit (without AV)	Resident Hr. Rental	Non-Resident Hr. Rental
Council and Regular Conference Rooms	\$200	\$100	\$25	\$50
Assembly Hall/AH Lobby	\$200	\$100	\$50	\$100
Fire Station 91 Training Room	\$200	\$100	\$50	\$100
AV Assistance Fee			\$50/Hour	\$50/Hour

- Rental fees for residents and non-residents for any room is \$25/hour past three (3) hours.
- The deposit is refundable if all requirements are completed on the deposit return checklist. If approved, would you like for your deposit to be automatically refunded or held for a future meeting reservation?
- A fee will be charged for checks returned by the bank for non-sufficient funds and the fee charged will be according to the Fees and Charges Schedule in effect at the time the check is returned by the bank.

Yes, please refund automatically.

No, keep the deposit for future meeting.

As policy, if the Village of Pinehurst requires the use of the Assembly Hall or a conference room during a time of a conflicting reservation, notice will be given to the conflicting reservation and action taken to find an alternative location. If no other location is suitable for the conflicting reservation, all deposits and rental payments will be fully refunded.

INSURANCE REQUIREMENTS

All applications require the completion of a **Release and Indemnity Agreement for Facility Use** (pg.4) which states that the applicant agrees to procure and keep in full force at its expenses, Commercial Liability Insurance in an amount not less than \$1,000,000 per occurrence. If applicant is renting as an individual, the commercial liability insurance is not required. It is understood that the individual's homeowners policy may apply. Please consult with your insurance agent or carrier. If the individual renter has an organization, commercial entity or other recognized entity providing any assistance or services then that entity or organization is required to carry commercial general liability insurance with the specified limits and is required to provide the Village of Pinehurst with a certificate of insurance.

In the event that alcohol will be served, a **Release and Indemnity Agreement for Alcohol Use** (pg.5) must be completed. This agreement states that the applicant is required to obtain alcohol liability insurance in the amount of \$1,000,000 per occurrence for the duration of the event.



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IT/AV REQUEST FORM

Do you plan to use any audio/visual equipment? Yes No

IF YES: A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio/visual equipment for the first time. All audio equipment is now being securely stored. To gain access to the equipment or to schedule your training session, please call Barbara Thompson at 295-8655.

Please select any equipment needed:	Yes	No	Total Number Requested
Tabletop Microphones (7 max.)			
Handheld Microphones (3 max.)			
Laptop & Projector			
Projector only			
Hearing Impaired Device (2 max.)			
Apple TV			

Please Note: The room is setup in a theatre style. If you should need to move the furniture, it is your responsibility to return it to the original theatre style before you leave. Should you desire to have any audio equipment moved, please contact our IT Department by calling 295-8655. Under no circumstances, should class instructors, participants, or renters of the facility move any of the audio/IT equipment at any time.

I hereby certify that I am the authorized and responsible representative of the petitioning group; that the statements in this application are true to the best of my knowledge; that I have received and read a copy of the Village Meeting Rooms Policy; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

For meetings being held during regular business hours (M-F 8:30 am – 5:00 pm), please inform all your participants that parking IS NOT ALLOWED in the circle in front of Village Hall. Available parking is across the street from the Village Hall, or in the parking lot along the side and behind Village Hall.

Signed: _____ Date: _____

For Official Use Only:

Deposit: Amount _____ Date Paid _____
 Rental Fee: Amount _____ Date Paid _____
 Approval: _____ (Village Representative)

Administration Department
 395 Magnolia Rd - Pinehurst, North Carolina 28374
 (910) 295-1900 - Fax (910) 295-4434 - www.vopnc.org



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RELEASE AND INDEMNITY AGREEMENT FOR FACILITY USE
(Revised 12/23/09)

WHEREAS, the undersigned has requested the use of equipment and/or facilities owned or operated by the Village of Pinehurst, North Carolina, and do engage in activities for the exclusive benefit of the undersigned.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for himself/herself, his/her heirs, executor, employers, successors, of himself/herself or of his/her employees, administrators, and personal representatives, I/We/The (name of renter/event manager/organization /company official), _____ understand and agree to the following:

The Village shall not be liable for any damage to property or person by reason of the applicants use or occupancy of the Premises and the applicant agrees to save the Village harmless from and against all claims, suits, demands, actions, and the cost and expense thereof, including attorneys fees, arising out of any property damage or personal injury occurring as a result of applicant’s use of the Premises. *The applicant further specifically agrees that it will procure and keep in full force at its expenses, Commercial Liability Insurance in an amount not less than \$1,000,000.00 per occurrence, which policy or policies of insurance shall show Village as an additional insured. Applicant will cause a certificate of insurance to be furnished to Village evidencing such coverage and said policy shall provide that said insurance may not be cancelled without written notice to Village at least thirty (30) days prior to any cancellation.

I/We/The (name of renter/event manager/organization /company official), _____ hereby declare that the terms of this Release and Indemnity Agreement have been fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge that I have read and understand this agreement. This agreement shall be in full force and effect any time after the execution thereof.

Print Name

Signature

Date

*If applicant is renting as an individual, the commercial liability insurance is not required. It is understood that the individual’s homeowners policy may apply. Please consult with your insurance agent or carrier. This statement does not act as a waiver of any of the other conditions of paragraph 3 cited above. If the individual renter has an organization, commercial entity or other recognized entity providing any assistance or services then that entity or organization is required to carry commercial general liability insurance with the specified limits and is required to provide the Village of Pinehurst with a certificate of insurance as noted above.



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RELEASE AND INDEMNITY AGREEMENT FOR ALCOHOL USE (If Applicable)

WHEREAS, the undersigned has requested the use of services, equipment, facilities belonging to or under the auspices of the Village of Pinehurst, North Carolina, and do engage in activities for the exclusive benefit of the undersigned; and it is expressly agreed and understood that this RELEASE AND INDEMNITY Agreement shall apply for the express purpose of precluding forever all claims, suits, demands, damages, and causes of action that I or my heirs, next of kin, executors, administrators, estate, agents and assigns and representatives of any nature whatsoever might otherwise assert against any of the aforesaid mentioned parties as a result of my use of the Assembly Hall.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for him/herself, his heirs, executor, employers, successors of him/herself or of his employees, administrators, and personal representatives, I understand and agree to the following:

1. I, _____ (name of renter/event manager) assume full responsibility for my death or injuries, both to my person and to my property, whether foreseeable or not, which may occur directly or indirectly or develop at any time in the future as a result of the use of the Assembly Hall.
2. I, _____ (name of renter/event manager) assume all responsibility for each individual, whether consuming alcohol or not, during the rental/event of the _____ on the _____ day of _____, 20____.
3. If granted permission to have alcohol at the event, we will consume _____ (Beer or wine). I understand and agree to strictly follow the Alcoholic Regulations as set out by the Village of Pinehurst Parks and Recreation Department.
4. I further guarantee that the above said alcohol, beer or wine, will only be consumed by those persons of legal age to consume alcohol as defined by the law of the State of North Carolina. Alcohol consumption will occur only in previously agreed upon areas designated by the Village of Pinehurst Parks and Recreation Department.
5. I do hereby fully and forever release, discharge and hold harmless the Village of Pinehurst, its agents, elected and appointed officials and employees from any and all claims, suits, demands, damages and causes of action, present or future, foreseeable or unforeseeable resulting from or arising out of the above described activity or rental by the renter or by any third parties.
6. I do further agree to indemnify the Village of Pinehurst for any costs, damages, losses penalties, settlement costs, charges, professional fees or other expenses or liabilities of every kind incurred as a result of any personal injury or property damage resulting from or arising out of the above described activity, rental, such costs to include reasonable attorney's fees.



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7. I agree that I will acquire minimum limits of alcohol liability insurance in the amount of \$1,000,000 per occurrence for the duration of the event. The Village of Pinehurst must be listed as additionally insured and be provided a certificate of insurance prior to the event.

I, _____, hereby declare that the terms of this Release and Indemnity Agreement have been fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge receipt of a copy of this agreement. This agreement shall be in full force and effect any time after the execution thereof.

Responsible Party

Date



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DEPOSIT RETURN CHECKLIST

(To be Completed by Village Representative)

Name of Department/Group/Organization: _____

Name of Primary Contact: _____

Date(s) of Use: _____

Time In: _____

Time Out: _____

Table with 2 columns: 'Please complete the following:' and 'Village Rep. Initials:'. Rows include: 'All trash was removed from the building, grounds, and parking areas...', 'Restrooms were left clean (sinks, pick up paper, flush all toilets)', 'Furniture was returned to original place.', 'Spots and stains on walls, floors, and tables were cleaned.', 'All lights were turned off, doors were locked, and keys were returned (if applicable)'.

Comments: _____

Village of Pinehurst Representative (signature):

_____ Date: _____

For Official Use Only:

Refund Deposit: Amount \$ _____ Date of Refund Check Request _____

Approval Initials: _____ (Village Representative)