



O'Dell Community Center Reservation Form

Name of Responsible Party: _____

Mailing Address: _____

Home Phone: _____ Other Phone: _____

Check Here if Town of West Pelzer Resident

Purpose: _____

Date of Event: _____ Time of Event: _____

Please provide a brief description of the event:

Estimated attendance for the event: _____

Do you plan to serve food? Yes No

If yes, describe which type of foods and beverages are to be served:

Describe any revenue to be generated at the event (if applicable):

Hold Harmless Clause

Permittee hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the Town of West Pelzer harmless from any penalties for violations of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or resulting from the negligence or intentional acts or omissions of its officers, agents and employees.

I, _____ (please print name), **have received and read the Town of West Pelzer Rest Hold Harmless Clause, and understand it in its entirety.**

Signature of Applicant	Title	Date

West Pelzer Town Clerk	Signature	Date

O'Dell Community Center Reservation Policies

The Town of West Pelzer reserves the right, on an individual basis, to refuse rental to events deemed inappropriate. Rental fees are subject to change without notice. Town events take precedent over any other scheduled events. Additional policies and restrictions may apply. Any regulations not adhered to under these policies and enforced by the responsible party will result in the group being barred from future use of the stage.

- A. Reservations:** Reservations are not valid until a rental contract has been signed by all parties specified on the application (Completed application with all necessary signature constitutes contract). All fees must be payable by cash, check or money order only. Subleasing is prohibited.
- B. Hours:** Rental hours are from 8:00A.M. until 8:00P.M. Failure to vacate by the designated time listed on the application will result in loss of your security deposit and may include extra fees.
- C. Deposits and fees:** There are two required payments that must be paid at the time the rental contract is signed: the Rental fee in full, and the refundable Security Deposit for additional clean-up or for damages. All fees must be paid to confirm reservation. Additional rental fees may be incurred for failing to comply with regulations.
- D. Cancellation:** Rental fees and deposits will be refunded for events cancelled at least one week in advance. If the event is cancelled less than one week in advance, the security deposit will be forfeited and the rental fees will be returned.
- E. Set-up and decorations:** All decorations shall be removed immediately after the event's conclusion. Set up time is included in the rental hours. There is no additional time allotted for setup or removal.
- F. Damages:** Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, walls, countertops, cabinetry, restroom facilities, lobby area, whether made by the renter, his employees, agents, volunteers or guests. Incurred damage and cost of repairs will be determined by the Town of West Pelzer.
- G. Explosives:** Possession and/or use of fireworks, & explosives are strictly prohibited.
- H. Alcohol/Tobacco use:** Use of tobacco products or alcohol is prohibited in the O'Dell Community Center.
- I. Police:** If the Town determines that it is necessary to have one or more off-duty police officers at the event, the event organizer is responsible for payment directly to the officers prior to the start of the event. The rate is \$25 per hours per officer. There is a two-hour minimum required.
- J. Right to alter or end an event:** The Town of West Pelzer maintains the right to alter or end any event at any time it deems necessary to assure the continued public safety, health, and welfare of event participants. In the event a function is ended for cause, no refund will be made.
- K. Ordinances:** All Town of West Pelzer ordinances apply to the O'Dell Community Center.

Any person violating the existing rules and regulations shall be expelled from further use of the facilities and prosecuted in accordance to state and local laws.

Rental Agreement

Rental Fees:

Residents: \$25 for four (4) hours or \$50 for eight (8) hours

Non-Residents: \$50 for four (4) hours or \$100 for eight (8) hours

Deposits: Rental payment is due in full before the permit can be issued. In the event of cancellation less than a week prior to the event, the Town will retain a \$50 rental deposit and the remaining balance is refundable. A refundable \$50 security deposit payable at the time of reservation. The security deposit will be refunded following Town inspection of the facilities after the event.

I, _____ (please print name), **have received and read the Town of West Pelzer Reservation Policy. I understand that failing to adhere to the policy may result in the loss of my security deposit and additional action by the Town to recoup and damages or losses.**

Signature of Applicant	Title	Date

West Pelzer Town Clerk	Signature	Date