

**Application / Permit for use of
The Town of Southport Community Center**

Date_____

Applicant_____

Address_____

Home Phone_____ Work Phone_____

Date to be Used_____ Time_____ to_____

Reason for Use_____ Number Attending (limit 83)_____

**Use of the kitchen includes: sink, stove / oven and refrigerator only.
You must provide your own coffee, tea, condiments, paper products, utensils & dishes.**

It is understood that the undersigned is responsible for use of the building by ALL attending and ALL must adhere to the following:

1. The building must be cleaned after use. Tables & chairs must be left as found. Garbage must be taken out to the dumpster. THIS FEE DOES NOT COVER CUSTODIAL DUTIES!

2. **Fees:** Please check one:

Weeknight Rental (Monday – Friday) Resident	\$ 110.00	_____
Weeknight Rental (Monday – Friday) Non Resident	\$ 135.00	_____
Saturday, Sunday & Holidays – Resident	\$ 135.00	_____
Saturday, Sunday & Holidays – Non Resident	\$ 160.00	_____

This fee must be paid with the application to cover garbage and utility expenses. This fee is to be paid at the Town of Southport Clerks Office at the Town Hall at the time the application is completed. There is no fee for non-profit organizations. Proof of 501-C3 tax exemption form and certificate of insurance naming the Town of Southport as additional insured is required. **There will be a cancellation fee of \$50.00 if a cancellation is made 14 days or less prior to the rental and \$25.00 if a cancellation is made 15 to 31 days prior to the rental.**

3. **NO ALCOHOLIC BEVERAGES ON THE PREMISES. VIOLATORS WILL BE PROSECUTED.**

4. **NO SMOKING WITHIN THE BUILDING.**
5. Areas to be used are the main room, kitchen and restrooms.
6. If applicant loses the key, he / she will be responsible for the cost of replacing the locks and new keys.
7. **The Park closes at 10:00 p.m. THE PREMISES MUST BE VACATED BY THIS TIME.**
8. The applicant, upon receipt of an itemized bill from the Town of Southport, agrees to promptly pay said bill for replacement of broken, damaged, or missing articles, repairs to buildings and property on account of damages beyond normal wear and tear, cleaning or any other operations necessary to put the premises back into conditions as found by this applicant.
9. The applicant hereby releases the Town of Southport from any and all liability for any damage or injury which he / she may receive while upon the premises herein before described and further agrees to indemnify said Town and save it harmless from all claims, demands, damages, actions, costs, and charges to which the Town may be subject or which it may have to pay by reason of any injury to any person or property or loss of life or property suffered or sustained by any person by reason of any matter, cause or thing arising out of the use by the applicant of the herein before described property of said Town of Southport.
10. The key is to be signed out at the Town of Southport Town Clerk's Office between the hours of 8:00 a.m. and 12:00 p.m. the day of the event. If the event is on a weekend, the key must be picked up the Friday before (between 8:00 a.m. and 12:00 p.m.) and deposited in the key box located by the front door immediately after your event.

Signature of Applicant _____



For Office Use Only

Fee Paid _____ Date _____

Clerk's Office Signature _____