



## Facility Rental

Please Note- Additional forms may be required.

Responsible Party:

|                                       |  |                        |  |
|---------------------------------------|--|------------------------|--|
| Address:                              |  | Telephone Number:      |  |
| Deposit Refund Name & ACH Information |  | Email Address          |  |
| Account Holder Name:                  |  | Financial Institution: |  |
| Routing #:                            |  | Account #:             |  |

| Date(s) | Starting Time | Ending Time |
|---------|---------------|-------------|
|         | a.m. p.m.     | a.m. p.m.   |
|         | a.m. p.m.     | a.m. pm.    |
|         | a.m. p.m.     | a.m. p.m.   |
|         | a.m. p.m.     | a.m. p.m.   |

Please answer the following questions by circling your choice:

|   |                        |                     |                    |
|---|------------------------|---------------------|--------------------|
| City facility you are renting:  | Civic Center           | Jack Cross Pavilion | Downtown Pavilions |
| If you are renting JC Pavilion, do you require use of City restrooms? | Yes                    | No                  |                    |
| Are you requesting to have alcohol at your event?                     | Yes - See Next Section | No                  |                    |

Events with alcohol require a Permit Application, security & may require TABC servers. The alcohol permit applicaiton is to be turned in with your event application. **\* Complete the Alcohol Permit Application & return to the Police Department for Approval before paying for your rental.** Scheduling for security is through the Winnsboro Police Dept.

|  |     |    |
|--|-----|----|
| Will there be any animals at your event? | Yes | No |
|--|-----|----|

Please list animal types and approximate numbers

|  |
|--|
|  |
|  |
|  |

\*I understand that I am responsible for notifying owners of any animals involved in my event to be up to date on all required animal health certificates, horse coggins tests, certificates of veterinary inspection, etc. I understand also that a TAHC Inspector may or may not be present on my set-up day to do an inspection.

\*I agree that my deposit may be held in part or full for any and all damage to City property that happens during my rental period.

**\*Acknowledgement:** Any person or group hosting a Public function shall not prohibit, dissuade, prevent or exclude any member of the public based upon or regarding an individual's race, color, religion, sex, age, national origin or disability. I hereby affirm that all information on this form and the attached plan is true, correct, and complete. I will be present during this event, and will be fully accountable for compliance with all guidelines. I further agree that I am subject to and responsible for complying with all ordinances and regulations of the City of Winnsboro relating to hosting an event.

**\*Release of Liability:** Applicant agrees to indemnify and hold the City, Its elected officials, employees, agents, and attorneys harmless from and against any and all claims, actions, damages to persons or property, liabilities, losses, costs or expenses (including without limitation, attorney's fees, court costs, taxes, penalties and interest) arising in whole or in part out of the use of any facility or City property, the performance of this agreement, or the rights, uses and privileges authorized herein.

*By signing below, I agree that I have read and agree to comply with all the rules listed above and additionally that I have received a copy of the "Facility Rental Regulations" and agree to comply with all the rules listed therein.*

Signature: \_\_\_\_\_

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

CITY OF WINNSBORO USE ONLY BELOW THIS LINE

| Description    | Amount | Receipt# | Date | Staff Initials |
|----------------|--------|----------|------|----------------|
| Deposit        |        |          |      |                |
| Rental Use Fee |        |          |      |                |
|                |        |          |      |                |



## Facility Rental Regulations

-NO SMOKING is allowed inside any City facility.

-NO DRUG USE, OTHER ILLEGAL ACTIVITY, OR UNAPPROVED ALCOHOL IS AUTHORIZED. Renters are subject to unannounced visits by the City of Winnsboro staff. If unapproved alcoholic beverages are being consumed, individuals will be asked to cease consumption immediately. Should consumptions continue, individuals may be subject to expulsion and/or arrest and the party or activity being terminated.

-Flammable materials (i.e. gasoline, propane, diesel, etc.) are not allowed on any City property without approval. Mobile fire-pits are not allowed without special permission from City Administrator.

-Food must be removed from refrigerators and shelves must be put back if removed during rental/event.

-Non-permanent decoration is permitted, provided that it is NOT attached to building, and must be removed at the termination of the rental period. No tape or such product should be used on the walls or ceiling.

-Tables and chairs must be folded up and returned to original places after use.

-Clean-up is required and must be completed during the rental period. All trash must be removed. Renter is responsible for providing cleaning supplies. (Bleach, pine-sol, comet, etc.) City will provide brooms, mops, buckets, etc. Cost of any missing items will be deducted from the deposit.

-Floors must be swept and mopped before leaving.

-Kitchen appliances and preparation areas shall be free of trash, grease, and food particles.

-All utilities shall be turned off. (Water, Lights, Air Conditioners, ventilation fans, etc.).

-Lock all windows and exterior doors.