

### TOWN OF FAIRMONT FACILITIES RENTAL/USE APPLICATION

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Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Day \_\_\_\_\_ Evening \_\_\_\_\_

Email (if available) \_\_\_\_\_

Event Date \_\_\_\_\_ Facility/Room requested \_\_\_\_\_

Type of Event \_\_\_\_\_ No. of Attendees \_\_\_\_\_

Hours of Event (including set-up and clean-up) \_\_\_\_\_ to \_\_\_\_\_ Total Hours \_\_\_\_\_

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Driver's License/I.D. # \_\_\_\_\_

Alcohol (Heritage Center only, \$250 Breakage Deposit with ABC permit) Yes \_\_\_ No \_\_\_

Kitchen/Concession Stand Yes \_\_\_\_\_ No \_\_\_\_\_ Private Caterer Yes \_\_\_\_\_ No \_\_\_\_\_

Tables/Chairs (Heritage Center) Tables \_\_\_\_\_ Chairs \_\_\_\_\_

**Rental Fee** \_\_\_\_\_

**Damage Deposit** \_\_\_\_\_ **Date Refunded** \_\_\_\_\_

**Alcohol Breakage Deposit** \_\_\_\_\_ **Date Refunded** \_\_\_\_\_

**TOTAL RENTAL CHARGE** \_\_\_\_\_

#### PAYMENTS REQUIRED IN ADVANCE

Telephone reservations for any Town facilities shall only ascertain availability, and will not guarantee the reservation; reservations are guaranteed ONLY upon payment in full, plus any breakage deposits that may be required. Reservation payments must be paid at least fifteen (15) days in advance of the function; full refunds will be made up to 48 hours before the scheduled function date; cancellations less than 48 hours prior to the function date shall require a 50% cancellation charge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Approval \_\_\_\_\_ Date \_\_\_\_\_

**FAIRMONT-SOUTH ROBESON HERITAGE CENTER**

1. Rental Rates – \$450.00 for an eight (8) hour block for the large conference room. \$350 for an eight (8) hour block for the medium conference room. \$200 for an eight (8) hour block for the small conference room. \$150 for an eight (8) hour block for the classrooms. **Deposit of \$100 charged to hold reservation date, balance due by event date.**
2. Alcoholic beverages are allowed ONLY upon proof of a permit from the State ABC Commission; a refundable breakage deposit of \$250.00 shall be required at the time the reservation is guaranteed. Proof of Insurance with \$1 million coverage is required.
3. Seating and Tables – Tables and Chairs are provided as scheduled. Maximum Seating Capacity is 200 people.
4. Kitchen
  - a. Table linens, dishes, glasses, and silverware are not available, and must be supplied by the renting party.
  - b. The Kitchen is **A CATERING KITCHEN ONLY** and is available for warming cater and/or pre-prepared, foods only.
  - c. An ice machine is not available; ice must be provided by the renting party.

**FAIRMONT COMMUNITY PARK**

1. Shelter Reservations - \$50.00 per shelter for four (4) hours use.
2. FDC Pavilion in the Pines - \$100.00 no power or \$150.00 with power for four (4) hours use.
3. There will be a refundable Damage Deposit of \$25.00.
4. The consumption of alcoholic beverages in the Park is prohibited.
5. All other Park facilities, including the playground, walking trail, and restrooms, shall remain open to the public.
6. INFLATABLES WITH INSURANCE ONLY/CHARGE OF \$50 FOR USE OF WATER.

**FIRE HALL**

1. Rental Rate - \$250.00 per six-hour time block plus \$100 refundable Damage Deposit.
2. No alcoholic beverages are allowed in this facility for any functions.
3. The tables and chairs that are in the facility are included in the fee; no additional tables or chairs are available; renters shall not bring tables or chairs to the facility; and no, tables or chairs will leave the facility.
4. The Kitchen is **A CATERING KITCHEN ONLY** and is available for warming cater and/or pre-prepared, foods only.
5. Any Town Employee may reserve the facility for non-commercial private family functions no more than once per calendar year at a rate of \$125.00 per six-hour time block.