



303 S. Scales St. • Reidsville, NC 27320 • 336-349-1099 • www.ci.reidsville.nc.us

Market Square Rental Application

Name of Individual/group/organization:

Description of event/activity:

Date(s) of event: _____

Contact Person: _____

Street Address: _____

City/State/Zip: _____

Phone (cell): _____ Phone (home/work): _____

Email: _____

Time of Event / Number of Rental Hours: Maximum number of rental hours not to exceed 10 in a 24 hour period. **4 hours minimum rental.**

Event Time: _____ AM / PM to _____ AM / PM

Total Rental Hours:	Fee Per Hour	Total Rental Fee
_____	_____ \$100 _____	\$ _____

Security Deposit: \$200: The security deposit is due 10 days prior to the event and will be returned 15 days after the event, provided the terms of the contract/rules and regulations have been met.

Total Amount Due with Application: \$200. The remaining balance is due 30 days before the event. **If scheduling less than 30 days out from the event, your balance is due with application.**

Make all checks payable to The City of Reidsville and remit with your signed application and signed copy of the rules and regulations.

Indemnification/Hold Harmless Agreement:

Contractor agrees to protect, defend, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlement costs, charges, professional fees or other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and or the performance thereof that are due to the negligence of the contractor, its officers, employees, agents, subcontractors, or suppliers. The contractor further agrees to investigate, handle, respond to, provide defense for and defend the same at its sole expense and agrees to bear all costs and expenses related thereto.

We, the undersigned, have read and fully understand this contract and will assume the aforementioned responsibilities.

We, the undersigned, have read and fully understand the Rules and Regulations for Market Square.

Renter Signature/Date

City of Reidsville

Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Completed Contract | <input type="checkbox"/> Rental Deposit of 50% (required to hold date) |
| <input type="checkbox"/> General Liability Insurance Policy
(due 14 days prior to rental) | <input type="checkbox"/> Rental Balance (due 30 days prior to rental) |
| | <input type="checkbox"/> \$200 Security Deposit (due 10 days prior to rental) |



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Market Square Rules and Regulations

Effective May 1, 2010

The City of Reidsville recognizes the value of having a facility such as Market Square to serve the citizens of Reidsville and Rockingham County. The facility is open for City-sponsored events and events that are open to the community. Rental requests must be made by a Reidsville or Rockingham County resident age 21 years or older. The City Manager reserves the right to reject any application as to the use of the facility for any special event. Rules and interpretations of the rules are enforced and subject to the City Manager's discretion.

- 1) The City of Reidsville reserves the right to refuse rental requests where such rentals are deemed to be inappropriate. The person renting the facility is solely responsible for all damage and misuse of facilities and shall bear the responsibility for all damages, reimbursements and replacements for damages to the facility or equipment.
- 2) Any infraction of the contractual rules governing the use of the facility will be considered sufficient cause for cancellation of the contract and will disqualify the renter from any further rentals. The contracting party is responsible for enforcing strict adherence to the rules and specifications requested.
- 3) The City reserves the right to deny any rental application where the proposed use is deemed to conflict with planned programs or existing rentals.
- 4) The following rules apply within or on the facility premises:
 - No illegal drugs or other controlled substances.
 - No alcoholic beverages allowed except by Section 11-22 of the City of Reidsville Code of Ordinances and applicable NC State laws.
 - No weapons of any kind except for Law Enforcement officers in the execution of their duties.
 - No use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public or City employees.
 - All noise regulations must be followed in accordance with the City of Reidsville Code of Ordinances (Chapter 9, Sections 9-4 and 9-6).
 - No electronic or mechanical sound amplification or broadcast is allowed in the pavilion area of the facility.
- 5) The renter or agents shall not cause or permit any nails or other such fasteners to be driven into any portion of the facility, nor any signs to be affixed to any part of the facility except in designated areas, nor cause or permit any damages, changes or defacement to the physical structure.
- 6) Where required, the renter must purchase and maintain a policy of Comprehensive General Liability Insurance in the amount of no less than \$2,000,000. To protect the City of Reidsville of all liability, damages and other expenses which may be imposed upon, incurred by or asserted against the City of Reidsville by reason of the renter's use of the facility. The renter must purchase said policy prior to the lease of the facility and present the Insurer's Certificate naming the City of Reidsville as an additional named insured two weeks prior to the use of the facility.
- 7) No routine organized church services will be allowed on the premises. No flea markets, adult entertainment or spectator sports are allowed.
- 8) No person shall solicit, peddle or sell edible products or other merchandise in the park without a written agreement with the City of Reidsville.

- 9) Pets are not allowed on the premises.
- 10) Security personnel may be required by the City Of Reidsville depending on the nature of the event. All charges for security will be incurred and are the responsibility of the renter. The Market Square Manager and the Chief of Police will have final say regarding security needs.
- 11) If an event requires the closing of a street, it must be approved and coordinated with the City of Reidsville through the City Manager's office.
- 12) There are limited restroom facilities available in the park. The renter is responsible for any additional restroom/ADA restroom facilities (Portable Toilets) for each event. Restrooms must be removed within 24 hours.
- 13) The renter shall not assign or sublet the space or rights covered by this rental agreement.
- 14) Public address systems can be used only on the stage and only if specifically requested in the application and special permission given, including limitations as to use. Approved sound technicians will be the only persons operating Market Square equipment.
- 15) Applicants must comply with all applicable City, County, State and federal regulations pertaining to the event. This includes, but is not limited to, fire department regulations, zoning and health department regulations. All food vendors requiring inspection by the Rockingham County Health Department must be listed on the Market Square Vendor Form. If vendor is a non-profit a copy of the non-profit status(501-C) must be turned in with your application. All amusement games that require NC State Inspections must be up to date or they may not set-up at the facility. Use of the facility may not in any way violate civil rights or the laws of the State of North Carolina.
- 16) The rental fee for the facility must be paid 30 days before the event, and is non-refundable if the event is cancelled within that 30 days. A 50% rental deposit is required to hold dates for events.
- 17) The security deposit charge for the facility must be paid 10 days before the event. This deposit is refundable within 15 days after the event upon satisfactory compliance with these rules and contract.
- 18) The renter is responsible for cleaning the premises, (entrances, parking areas and surrounding areas) so they are in their original condition. The City of Reidsville Public Works Department will empty trash receptacles during regular operating hours. All items which are not the property of the City of Reidsville must be removed, all food and drink areas are to be cleaned and the stage is to be completely cleared.
- 19) Hours of operation for the park are 8 a.m. to 10 p.m. unless authorized with prior approval. No one is allowed on the stage except during scheduled performances.
- 20) The stage facility and sound equipment may be used only by rental agreement, subject to terms and conditions set out herein and according to other limitations as may be prescribed by the City to protect the citizens of Reidsville and to safeguard the facility.

Organization Renting Facility: _____

By: _____ Date: _____
 Person Renting Facility

For the City of Reidsville