

**MONROEVILLE COMMUNITY HOUSE**  
**TERRACE ROOM**  
**(251) 575-2081 – RESERVATIONS**

**RENTAL FEES:**

TERRACE ROOM with pavilion & court yard..... \$150.00

Additional day's rental Terrace Room..... \$75.00

Terrace Room with Ballroom..... \$100.00

**HOURS OF OPERATION:**

Sunday – Saturday

7:00 A.M. – 5:00 P.M.

**MAXIMUM OCCUPACY**

NO more than **50** occupants allowed in the Terrace Room at one time.

**PAYMENT & RESERVATION POLICY:** One half of the rental fee must be paid in order to reserve a date. This fee is non-refundable if renter cancels reservation. However, renter will be allowed to move their date **one (1) time**. The date must be given at the time of cancellation of the initial date. Balance of rent is due no later than five (5) days before the event. The city reserves the right to cancel the reservation if the rent is not received 5 days prior to the event.

**CLEAN UP:** Renter is responsible for cleaning ALL area of the Terrace Room. All food, drink items, table coverings and trash must be removed from the building and placed in the garbage dumpster that is provided or a cleanup charge of \$25 per hour will be deducted from the renters' damage deposit. Renters are also responsible for setting up for their event and taking down the tables and chairs after their event.

**KEYS:** Renter will be allowed to pick up the key at the Police Department on the day of their event provided all fees have been paid 5 days prior to event. Keys must be returned to the Police Department no later than 10 P.M. on the day of the event or there will be a \$50 fee withheld from the damage deposit.

**SECURITY:** All events involving entertainment, dancing and/ or alcoholic beverages must have two (2) security guards. No one under the age of 21 will be allowed where alcoholic beverages are served. Chief of Police must approve security.

**LICENSES:** A business license is required if the renter is profiting from the event. In the event alcohol is served, the renter may be required to obtain a special events license. It is the responsibility of the renter to check with City Hall and assure that all required licenses and permits are obtained. The damage deposit may, at the option of the City, be forfeited or a portion thereof, for the failure of the renter to obtain all necessary licenses or permits for the event. All caterers, security services, photographers, or other companies profiting or doing

business at a function must purchase a city business license. Any non-profit group charging admission must also purchase a business license.

**SECURITY DEPOSIT:** A security deposit of \$150.00 is due in a separate cashier's check five (5) days prior to the event. The security deposit or the balance thereof will be refunded within a reasonable time after the event, except under the following circumstances:

- (a) The damage deposit will be entirely forfeited if smoking occurs in the building.
- (b) In the event extra cleanup is required, the charge of \$25.00 per hour will be applied and deducted from the renter's damage deposit.
- (c) Any damage caused by the installation of decorations, such as the use of tape, nails, staples, etc. on any surface on the premises, shall result in a deduction of the damage deposit for the estimated value or cost of repairs.
- (d) Under the following guidelines the reasonable cost of repair of damages to the building, furnishings, or appliances will be deducted from the security deposit.

**COURTYARD:** Renters will be allowed to use **Dry Inflatable recreational units (only)** inside the grassed courtyard. **Waterslides are NOT allowed!** Electrical outlets are available inside the grassed area. No extension cords should be run over the brick patios. The renter and/or owner of any recreational unit will be responsible for operating and ensuring the safety of the unit. The city will not be liable for any accidents or injuries resulting from these units.

**BBQ GRILL:** Renters will be allowed to use BBQ grills around the pavilion and at least 10 feet from the building. **DO NOT** place charcoal in garbage dumpster or trash containers. Hot coals must be cooled before disposal on park grounds.

*The renter will be responsible for enforcing all rules.*

MONROEVILLE COMMUNITY HOUSE  
Terrace Room  
Rental Agreement

Month: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

- Rental Fee: \$150 Renter must pay \$75.00 at time of rental and balance of \$75.00 at least 1 week before event!
- Damage Deposit: **\$150.00** *must be paid by Cash or Cashier's Check*
- **Please Note:** *All amenities listed on the checklist are extra amenities only! Those items do not affect the amount of the rental fee. If items listed are not available for use during rental dates, no monies will be refunded.*
- **No water** slides allowed only dry inflatables.

Signature of Responsible Party: \_\_\_\_\_

Date Paid	Amount Paid	Balance	Damage Deposit <b>ONLY</b> Cash or Cashier's Check

Damage Deposit Release Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Community House/ Terrace Room Acknowledgment

I acknowledge that I have read, and agree to abide by the Community House/ Terrace Room Rules and Regulations. I am also aware that any questions I have regarding this policy should be directed solely to City Hall personnel.

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Tamekia Hunt  
City Clerk/Treasurer