

Council on Aging of Cleveland County/Neal Senior Center
100 T.R. Harris Drive
Shelby, N.C. 28150
(704) 482-3488

Building Rental Rules & Regulations

- A \$300.00 refundable damage deposit must be paid in order to secure an event date. This deposit will cover possible damage, missing equipment and/or excessive soiling. The damage deposit will be refunded in full within two weeks following the event provided that no damage or excessive clean-up is caused by the Rental Party, their guests or their vendors and all contract rules are followed. If damage or excessive clean-up occurs and the damage deposit does not cover the cost of repair/clean-up, the Rental Party (person who signed the contract) will be billed for the excess charges. This fee is due at the time the rental contract is signed. Please note that the Council on Aging/Senior Center programs and activities take priority over desired rental dates.
- For an extra fee, the Rental Party is allowed use of our kitchen. However, in order to use our kitchen, food served from our kitchen must be prepared by a caterer approved by the Council on Aging/Neal Senior Center. The Rental Party is responsible for hiring said caterer and payment for the caterer's services. Please contact Linda Geter at 704.484.5496 for a list of approved caterers. Before a caterer is allowed to use our kitchen, a copy of his/her license and proof of insurance must be presented to us. It is the responsibility of the rental party to insure that we have this information on hand before the rental. Within two-three weeks after a rental is booked, the hired caterer must complete a brief Orientation Class with our Food Services Director. It is the responsibility of the Rental Party to insure the caterer has scheduled this class. To schedule an appointment, please call Linda Geter, Building Rental Coordinator at (704) 484-5496.

- **FAILURE TO COMPLETE THE ORIENTATION CLASS WILL RESULT IN A LOSS OF THE RENTAL DEPOSIT.**
- The Rental Party and those persons hired to work an event, caterer, musicians, etc are expected to arrive and depart on time. At the Council on Aging, we employ a Rental Associate to work each rental. Prior to an event, the Building Rental Coordinator will forward the Rental Party (person who signed the contract) the Rental Associate's name and contact information. The Rental Associate is to only be contacted the day of the event if necessary regarding a change in your arrival time, etc. All other correspondence is to go through the Building Rental Coordinator prior to the event. The Rental Associate will be available to un-lock the building for Rental Party based on the arrival time that was given to the Building Rental Coordinator in the contract. The Rental Associate will only unlock the building once. It is the responsibility of the Rental Party (person who signed the contract) to make sure he/she arrives at the time given to the Building Rental Coordinator. Once the Rental Associate has unlocked the building, he/she will stay with the building at the expense of the Rental Party, which is included in the charge of the rental. The Rental Associate will be available to lock the building after the rental. The Rental Associate will expect to lock the building up based on the departure time given to the Building Rental Coordinator. Each member of the Rental Party, guests and those hired to work rental **MUST** depart on time unless you have paid for additional hours or had prior approval from the Building Rental Coordinator. If additional hours are needed for a rental, a charge of \$75.00 per hour will be added to the cost of the rental. Again, the Building Rental Coordinator must approve any additional hours needed for a rental. The Building Rental Coordinator must be aware of a Rental Group's plans regarding additional hours needed no later than three weeks before the event. Before vacating the building, it is the responsibility of the Rental Party (person who signed the contract) to complete a walk through inspection of the Dover Wing and kitchen (if used) with the Building Rental Associate. The Rental Party must sign the rental check list and correct anything the Building Rental Associate directs them to

regarding the building. In consideration of our neighbors and cleaning staff, on the day of a rental, the Senior Center must be vacated no later than **12:00AM**. This will include your caterer. **FAILURE TO COMPLY WITH ARRIVAL AND DEPARTURE TIMES OR LEAVING AFTER 12AM OR FAILURE TO TOUCH BASE WITH THE RENTAL ASSOCIATE BEFORE LEAVING WILL RESULT IN A LOSS OF THE RENTAL DEPOSIT.**

- If an event is scheduled at the Senior Center and that event is a Wedding/Wedding Reception, we ask that the Bride/Groom designate a person in the Rental Party to be responsible for the building and grounds other than themselves. We know that their day is special and we do not want them to have to worry about the rules and regulations for the day. The Building Rental Coordinator must be given a name and contact information for that person at the time the contract is signed.
- The Council on Aging understands that Rental Groups need time to decorate. Adequate time for decorating prior to a rental will be allowed. Availability will always be determined by the Senior Center calendar. Facilities may not be tied up more than two consecutive days. The Council on Aging allows the Rental Party three hours of free time on the day before the event to decorate (ie.. If the event is on a Saturday we ask that you come in that Friday between the hours of 8AM- 12:00P.M). Please be aware that on the day of a rental, the rental attendant is asked to unlock our building at the time specified by the rental party. **If the rental party does not arrive at the time specified on the contract, a charge of \$20.00 will be deducted from the security deposit.** If the Rental Party needs more than three hours to decorate a charge of \$20.00 per hour will be added to the cost of the rental. The Building Rental Coordinator must be aware of the Rental Group's plans for decorating no later than three weeks before the event.

- **WHEN DECORATING, NO TACKS, PINS, NAILS, CELLOPHANE TAPE OR GLUE SHOULD BE USED ON THE WALLS.** The Rental Party is allowed to hang items from our ceiling. However, they must do so the day of the event. These items must be taken down on the same day of the event as well. The hanging of balloons, signs, ribbons, etc outside the Senior Center is fine, but these items must be taken down after the event. Candles are allowed in the building. However, all candles used inside the Senior Center must be on tables and enclosed in glass.
- It is required that the Rental Party remove all of their decorations, items, and personal belongings after the event. In the event the Rental Party is using a Florist or Rental Company, it will be the Rental Group's sole responsibility to arrange the pickup date and time prior to the event. Items of this nature should be removed from our facility by the next business day by 8:00 a.m. The Building Rental Coordinator is to be notified prior to the event of the Rental Company and/or Florist in which the Rental Party is using, their contact information, and details of the arranged pickup schedule. **FAILURE TO COMPLY WILL RESULT IN LOSS OF THE RENTAL DEPOSIT. WE ARE NOT RESPONSIBLE FOR ANY ITEMS THAT ARE DAMAGED OR STOLEN IF LEFT PRIOR OR AFTER EVENT.**
- The Rental Party must leave the facilities clean and in good order and will be responsible for any damaged, broken or missing equipment. The Rental Party is responsible for vendors, caterers, musicians and all other persons associated with the event. The Rental Party is responsible for the actions of those hired for the event. They must check behind persons hired to insure they have cleaned up as well. On the day of a rental, our facility is only available for a seven hour period, which includes three hours of pre-prep three hours are party time and one hour of clean-up. The Rental Party must allow for an adequate amount of time for clean-up. If additional hours are needed, the Rental Party must pay for an additional hour/hours in advance at \$75.00 per hour. The Rental Party is free to use two of our 55 gallon drums for trash disposal. The Senior Center will provide two trash bags per drum. If the Rental Party fills they will need more than four trash bags, they must

purchase more themselves. The Rental Associate will make sure that all trash is taken to the trash receptacle outside behind the back dock. However, the rental party is responsible that all trash is placed in the trash cans.

FAILURE TO COMPLY TO THESE INSTRUCTIONS WILL RESULT IN LOSS OF THE RENTAL DEPOSIT.

- Any Rental Party serving alcohol is required to pay a \$100.00 fee to us, obtain an ABC Permit and Certificate of Liability Insurance. An ABC Permit and Certificate of Liability Insurance must be presented to us no later than three weeks prior to your rental date (15 business days). ABC Permits can be obtained through the Shelby City Police Department. Insurance can be purchased through Maxwell B. Hamrick Insurance Agency, Inc. For contact information, call Linda Geter at 704.484.5496. **ALCOHOL WILL ONLY BE ALLOWED TO BE SERVED BASED ON THESE TERMS.**

Additional information concerning these procedures is provided in the contract.

- Absolutely, **NO** gambling or firearms are allowed inside or outside the Neal Senior Center. If the rental party or any of their guests are found to be gambling or to have a firearm on our property, the police will be notified and your party will be shut down immediately. No rental fees or rental deposit will be refunded.
- **No smoking** is allowed inside the Senior Center. Smoking is permitted outside the building but cigarette butts must be properly disposed of in designated containers.
- The Rental Party may cancel reservations up to two weeks before the date of the rental. **CANCELLATION LESS THAN TWO WEEKS OF THE SCHEDULE ACTIVITY WILL RESULT IN LOSS OF RENTAL DEPOSIT.**

- During rental, Children must be supervised at **ALL** times.
- Within three weeks of your rental date (15 business days); all fees must be paid in full. **IF FEES ARE NOT PAID WITHIN THREE WEEKS OF YOUR RENTAL DATE, YOUR EVENT WILL BE CANCELLED RESULTING IN LOSS OF YOUR RENTAL DEPOSIT.**
- The Council on Aging offers audio visual screens at a charge of \$25.00 per rental. We do not rent out our sound system. It is the responsibility of the Rental Party to rent audio visual equipment from another source. If you are interested in using our screens, we would be happy to refer you to several businesses in Shelby that rent out such equipment.
- Any group renting the Dover Wing area, which consists of the large space of all three rooms (VIP, PA and Community Dining), will have access to the PA Door entrance and the VIP Patio entrance at no extra charge. If a more formal entry is desired, the Rental Party is welcome to rent the front door entrance, which includes access to our front lobby at \$150.00. Each room of the Dover Wing is available to be rented separately. If renting the VIP room, the only entrance available to the rental party will be the VIP/Patio entrance. Renting the PA Room will allow the Rental Party the use of the PA entrance. If the Rental Party is renting the Community Dining Room only, the Rental Party must use the front entrance to access the building. Again, the cost of renting the front entrance/lobby is \$150.00.
- We do offer a stage here at the Senior Center, but the stage is permanent and cannot be moved.