

Town of Kure Beach Facility Rental Request Form

This lease is made and entered into on the _____ day of _____, 20____, by and between the Town of Kure Beach in New Hanover County and

Name (Lessee)

Address City State Zip Code

Lessee can be contacted at (_____) _____ and/or (_____) _____.

That subject to the terms and conditions herein provided, the Town does hereby Let and Lease unto said Lessee, and said Lessee does hereby accept as Tenant of the Town, the Kure Beach Facility noted below. The terms and conditions of this lease are as follows:

The Lessee is renting the following Kure Beach Facility/Facilities (please circle):

Ocean Front Park Pavilion Ocean Front Park Pavilion and Lawn Area Community Center

The Lessee is renting the Facility for the purpose of _____.

The Event Date of this Lease is the _____ day of _____, 20____.

The Rental Period will begin at _____ o'clock am/pm, and end at _____ o'clock am/pm.

Please provide the following information, if applicable.

Beer/Wine Served: Yes/No Name of Caterer _____

The Facility Reservation General Policy, Liability Insurance Waiver, and After Event Checklist for each Kure Beach Facility are made a part of this Lease. Each document must be signed and returned to the Town of Kure Beach within the appropriate timeframe. **If Lessee is a nonprofit organization or Town of Kure Beach resident, proof of status must be attached.**

The Rental Fee and Security Deposit to be paid by said Lessee for the lease of said premises shall be payable to the Town of Kure Beach, as determined by the fee schedule specified in the General Policy.

Lessee agrees to accept the Kure Beach Facility in its present condition; and at the termination of this Lease to surrender said Facility to the Town of Kure Beach in the same condition and as specified in the General Policy and After Event Checklist. The Lessee agrees to forfeit the Security Deposit if the conditions and checklist are not followed.

IN TESTIMONY WHEREOF, said parties have executed this contract on the date above written:

ATTEST:

Town of Kure Beach Representative

Lessee (Tenant)

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FOR TOWN USE ONLY

FACILITY RENTED: _____ RENTAL DATE: _____

START/END TIME: _____ TOTAL HOURS: _____

RENTAL FEES: _____ Rec'd at Town Hall on _____ (date)

SECURITY DEPOSIT: _____ Rec'd at Town Hall on _____ (date)

ESTIMATED # OF GUESTS: _____ Added to Calendar on _____ (date)

ATTACHMENTS:

RENTAL REQUEST FORM: _____ Rec'd at Town Hall on _____ (date)

GENERAL POLICY: _____ Rec'd at Town Hall on _____ (date)

LIABILITY INSURANCE:

WAIVER: _____ Rec'd at Town Hall on _____ (date)

GENERAL: _____ Rec'd at Town Hall on _____ (date)

CATERER:

LIABILITY INSURANCE: _____ Rec'd at Town Hall on _____ (date)

HEALTH DEPARTMENT: _____ Rec'd at Town Hall on _____ (date)

AFTER EVENT CHECKLIST:

LESSEE COPY: _____ Rec'd at Town Hall on _____ (date)

CUSTODIAN COPY: _____ Rec'd at Town Hall on _____ (date)

RETURN OF SECURITY DEPOSIT:

\$ AMOUNT: _____ Approved by Town Hall on _____ (date)

DEPOSIT RETURNED: _____ (date)

FORFEITURE LETTER SENT: _____ (date)

COMPLETION DATE: _____

TOWN OF KURE BEACH REPRESENTATIVE: _____