

**LaGrange/Frink Alumni and Friends Association**

# **Cultural Center**

**Weddings & Receptions**

**Facility Rental Policy and  
Application Forms**

**Revised 10/1/2014**

# LaGrange/Frink Alumni & Friends Association

MAIL ADDRESS: POB 424 (Located at 5766 Aldridge Store Road)  
LaGrange, North Carolina 28551

## Cultural Center Room Rental Agreement and Application

(To be submitted signed with the Rental Guidelines & Insurance Requirements Forms Attached)

- Rentals are open to LaGrange/Frink Alumni & Friends Association (LFAFA) members, partnering agencies and organizations, groups, businesses, churches, etc., in the surrounding communities. LFAFA events will take priority on the rental schedule.
- This application must be completed/submitted with a Deposit of \$125.00.
- **Payments must be completed 60 days prior to the event.** Reservations are only approved when the application is turned in to the Cultural Center Office **and** the reservation coordinator **confirms** the date with you **in writing/fax/email**.
- Reservations are made on a first come, first served basis, specifically, the first to reserve/complete paperwork **and** provide the deposit prior to the event deadline.
- The LFAFA reserves the right to **refuse** any application at their discretion.
- \* Partnering agencies – those who support the LFAFA mission & goals; also open to for profit businesses that meet certain criteria, but must be approved to have meetings or events at the LFAFA Cultural Center.

Please PRINT the following information:

DATE \_\_\_\_\_

Group Name \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
(Spell out any abbreviations)

Address \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Work/Cell# \_\_\_\_\_ Home \_\_\_\_\_  
(Minimum 21 years of age, present ID if needed)

Event Date(s) Rental Desired \_\_\_\_\_ Number Expected \_\_\_\_\_

One time rental \_\_\_\_\_; # of Consecutive Months \_\_\_\_\_; Monthly for 12 months? \_\_\_\_\_ Other Series \_\_\_\_\_;

Event Description \_\_\_\_\_  
\_\_\_\_\_ (use back if necessary)

Time(s): Set-up/decorate? \_\_\_\_\_, Start \_\_\_\_\_, End \_\_\_\_\_ (vacate 30 min. afterwards) Serving Food/Drink? \_\_\_\_\_

Rental Group Contact Person(s) On-Site (if different from group contact above):

1. \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Facilities & Equipment Rental Fees

1. \_\_\_ Wedding Reception Package: \$575 - 6 Hours
2. \_\_\_ Wedding Reception Package: \$675 - 8 Hours
3. \_\_\_ Wedding Reception Package: \$925 -15 Hours
4. \_\_\_ Extra Hours are \$75 per hour

**CIRCLE NEEDS:** projector - screen – easel - flip chart

TV/VCR Kitchen Other \_\_\_\_\_

- **Absolutely No Food or Drink in the Computer Room, Lobby, or outside your rental area**
- **Kitchen is set up for warming Food ONLY!**
- **Garbage Cans in Banquet Room and Kitchen Must be Emptied!**
- **Cash, or Money Order ONLY within 60 Days of the event**

**Deposit: \$125.00 Non Refundable**

(if cancellation occurs)

**Table Coverings, Not Included**

**Note: No Early Entry! All packages include decorating time.**

**Rental Guidelines & Insurance Requirements Forms must be signed & attached to this agreement.**

Office Use: Date Rec'd \_\_\_\_\_, Appr. by \_\_\_\_\_, Dep. Pd \_\_\_\_\_/Date \_\_\_\_\_, BAL DUE \$ \_\_\_\_\_ Ins. Certif rec'd \_\_\_\_\_ (if N/A \_\_\_\_\_)

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## Guidelines for Cultural Center Facility & Equipment Rental/Usage

### Rental Group Contact Person Responsible or Individual Renter – Please Read and Initial below:

1.     (initial) No smoking, profanity, gambling, or inappropriate behavior is permitted in the building or anywhere on the Cultural Center property, nor is the display of offensive materials.
2.     (initial) Prior approval must be granted to rental groups or individuals planning to use decorations other than table centerpieces, tableware, or like items, to ensure proper care is taken to prevent facility damage. For example, displays needing tacks/push pins, tape, wire hangers or other fasteners to attach to walls, display boards (bulletin, dry erase, or chalk) doors, floors, table surfaces, chairs, ceilings, lighting or other room fixtures.
3.     (initial) Groups or individuals shall be responsible for any damages to the Cultural Center's property during facility rental period.
4.     (initial) The minimum age requirement is 21 years for person signing the Cultural Center rental agreement.
5.     (initial) All non-adult groups under 21 years of age, must have a ratio of three adults over 21 years of age to chaperone for every 25 youth in attendance of their event.
6.     (initial) There will be no sitting or standing on any non-seating surfaces such as tables, display surfaces, other building furniture or fixtures, nor any sitting on the arms or backs of chairs. Chairs are not to be tilted back on two legs.
7.     (initial) It is the responsibility of the individual(s) that sign this facility rental application along with the individual(s) on site to ensure their group's compliance with these guidelines and be responsible for their group's activities and behavior. Please review the facility guidelines with your group prior to event.
8.     (initial) RENTAL GROUP GUESTS ARE NOT ALLOWED TO ENTER OTHER AREAS OUTSIDE OF THE RESERVED AREA. **CHILDREN/MINORS MUST BE MONITORED BY ADULTS AT ALL TIME.** PLEASE CHECK WITH CULTURAL CENTER MANAGEMENT ON ADDITIONAL GUIDELINES FOR YOUTH AND TEEN FUNCTIONS.
9.     (initial) Groups are responsible for taking out their own trash in bags provided, and for the breakdown of the room unless otherwise specified, written and approved in this contract.
10.     (initial) Each room rented should be left in the same condition in which it was found prior to the event.
11.     (initial) Other specifics (fill-in if needed) \_\_\_\_\_, as discussed with your specific group prior to rental.
12.     (initial) Other items not mentioned above \_\_\_\_\_.

**Thank you for choosing the Cultural Center facility for your special event. We hope it will be a fun and safe visit. Please read over the rental application/agreement carefully and sign below stating that the following information is correct. If you have any questions, please contact our rental coordinator or center director.**

### PRINT NAME(s):

Group Name & Event Description -- OR -- Individual-Name & Event Type	Daytime Phone
1) _____ PRINT NAME - Group Representative or Individual Renter	_____ Job Title (If applicable)
2) _____ PRINT NAME - Co-Group Representative or Co-Individual Renter (If applicable)	_____ Job Title (If applicable)

### SIGNATURE(s):

1) _____ PRINT NAME - Group Representative or Individual Renter	_____ DATE
2) _____ PRINT NAME - Co-Group Representative or Co-Individual Renter (If applicable)	_____ DATE

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## Cultural Center Facility Rental – Insurance Requirements

Rental groups (not individuals) which rent our facility must provide and maintain comprehensive general liability insurance coverage for the duration of the rental period hereunder with an insurance company rating of "A" by Best's and licensed in North Carolina, which such insurance shall name the Cultural Center and their respective officers, employees, agents, representatives and members as additional insured and contain such coverage amounts and requirements as are pre-approved by the Cultural Center's Insurance Committee or a designee thereof. A certificate of insurance must be delivered to the Cultural Center **at least 14 days prior to commencement** of any rental hereunder.

**An individual who rents the facility for family functions such as birthdays, wedding events, retirement parties and so forth, is not required to provide proof of insurance.**

By signing where indicated below, the undersigned hereby represents and warrants that he/she is the authorized representative of the \_\_\_\_\_ group. The undersigned, on behalf of the group registered to the facility, hereby agrees to waive, discharge, covenant not to sue, indemnify, safe, release and hold harmless the **LaGrange-Frink Alumni & Friends Association Cultural Center**, their respective agents, employees, officers, directors, members, and other staff and personnel, and each of their personal representatives, assigns, heirs and next of kin, from any loss, liability, damage or cost resulting from any and all injuries, claims, demands, actions, or judgments which we have had, or may have, or **LaGrange-Frink Alumni & Friends Association Cultural Center**, their respective successors or assigns, for all injuries, known or unknown, to persons, whether or not members of the registered group, or injuries to property, real or personal, known or unknown, caused by, arising out of, or related to the group's rental or use of the Culture Center facility.

**IN WITNESS THEREOF**, I have read this release and understand all of its terms and hereby voluntarily execute it on the \_\_\_\_\_ day of \_\_\_\_\_ month and \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of rental group's authorized representative

Title \_\_\_\_\_

\_\_\_\_\_  
Print name of rental group's authorized representative

Date \_\_\_\_\_

\_\_\_\_\_  
(Group Name)

### WITNESSED BY:

\_\_\_\_\_  
Signature of authorized Cultural Center representative (SEAL)

\_\_\_\_\_  
Print name of authorized representative

**Total Rental Cost:** \$ \_\_\_\_\_

**Deposit Paid:** \$ \_\_\_\_\_ CK# \_\_\_\_\_ Date PD \_\_\_\_\_ initials \_\_\_\_\_  
(Required when Application is submitted)

**Balance Due:** \$ \_\_\_\_\_ CK# \_\_\_\_\_ Date PD \_\_\_\_\_ initials \_\_\_\_\_  
(Required 60 days prior to event start date)

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