



Town of Prosperity
305 N. Main Street
Prosperity, SC
803-364-2622
803-364-2624 (fax)

Rules for use of Town of Prosperity Civic Center and Recreational Facilities

Application for Reservation of the Civic Center or other Recreational Facility must be made in advance by contacting the Town of Prosperity.

1. Reservations may be made only at such times that do not conflict with Town schedules or activities. First priority for use of the Town Facilities is given to the Town or Town-sponsored activities. All other usage openings are available for public rentals on a first come first served basis.
2. For recreational activities hosted by a party other than the Town of Prosperity, proof of liability insurance coverage in the amount of \$1,000,000.00 is required, indicating specifically that said insurance covers the Town of Prosperity as a loss payee for the specific event and Town facility usage.
3. Insurance is not required when renting the facilities for meeting purposes or small parties with no recreational activity planned, nor any use of the Town's other recreational facilities allowed.
4. Cancellation must occur 48 hours before the event, or any deposits shall be forfeited.
5. For all activities requiring reservations, an event deposit is required equal to 50% of the total rental fee, which must be submitted at the time of reservation. If a reservation is cancelled less than 48 hours prior to the event, this deposit is forfeited. A \$100.00 security deposit along with the remaining facility rental balance is due for all facility rentals 10 days prior to the event. There is a \$100.00 cleaning fee over and above any other fees charged. After the event is held, the cleaning and security deposit fees may be returned if inspection by the Town determines that there is no damage to the Town property, and trash and debris have been removed. Inspections will be accomplished by 1:00 pm the following business day. If a group is required to exit earlier than scheduled due to misuse of the facility or the breaking of the usage rules as determined in the sole discretion of the Town, that group forfeits all deposits. Any key issued must be returned no later than 10:00 am the next business day.
6. The use of wine, beer, or champagne for special occasions must be requested in writing. Permission will be decided on a case by case basis, and must be

approved in writing by the Town Council.

7. All events must end by midnight.
8. There must be 1 adult of 21 years of age or older per 15 children/teenagers.
9. Set up and clean up time must take place within the rental hours.
10. Thermostats are set and may not be adjusted. Thermostat tampering may be grounds for deposit loss.
11. No smoking is allowed in any Town of Prosperity facility.
12. Emergency Contact Information is posted by the light switch in the back room of the auditorium.
13. The Civic Center has a 299 person maximum capacity due to fire code. This includes all within the building, including performers, light/sound persons, etc.
14. Table and chair rental is available from the Town of Prosperity.
15. Trash receptacles are available to renters.
16. No chemicals, adhesives, nails, screws, paints, toxic materials, glue or any devices are to be used or affixed to tables, walls, floors or doors of the Civic Center (inside or outside).
17. Hanging decorations from the ceiling is NOT allowed in the Civic Center without specific written permission.
18. Candles and flames must be contained in hurricanes, lanterns, or other approved containers.
19. Smoke machines, sparklers, rice, confetti, glitter and birdseed are strictly prohibited within or around the Civic Center. Helium balloons may be used for decorating, provided they are properly secured. Bubbles are permitted, but only outside of the building.
20. Decorations must be removed from the Center immediately following the event.
21. The Town of Prosperity reserves the right to require that the renter contract with a private security company to provide event security.
22. Past Members of the Civic Center Committee and Town of Prosperity Employees may use the facility once per year at no charge (subject to availability), and provided the building is cleaned after its use by the Committee member. If the facility is not cleaned, a \$100.00 cleaning fee is required.



PROSPERITY CIVIC CENTER RENTAL CONTRACT

FACILITY TO BE RESERVED: _____

DATE TO BE RESERVED: _____

HOURS TO BE USED: _____

FUNCTION: _____

EXPECTED ATTENDANCE: _____ IS WINE, BEER OR CHAMPAGNE TO BE SERVED? _____ YES _____ NO (Approved by Council _____ date)

CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____

BUILDING RENTAL FEE: _____
TABLE RENTAL FEE: _____ TABLES @ \$10.00 EACH = _____
CHAIR RENTAL FEE: _____ CHAIRS @ \$3.00 EACH = _____

CLEANING FEE: _____ (May be refunded if facility is cleaned to Town Management approval, by renter and inspected by Town Management.)

TOTAL DUE: _____

I, the undersigned applicant as representative of a group or body making reservations, for and in consideration of the benefit to be derived by participation in the activity at a Town of Prosperity Facility, do hereby agree to indemnify and hold harmless the Town of Prosperity, its officers, agents, and employees, for any and all claims arising from the use of the facilities resulting in any accident, damage, or injury which may occur to a person, persons, or personal property on or about the premises during the rental period, including but not limited to settlements, judgments, costs, and attorney fees. Renters are deemed responsible for any damage or breakage to any portion of the Civic Center or any Town of Prosperity facility or facilities utilized per this rental contract and Renters agrees to replace and/or restore in full, any damage done to the facility while under rental, reasonable wear and tear excepted.

Renter's Signature: _____ Date: _____

Rental Approval: _____

Alcohol approval by Council _____ YES _____ NO DATE: _____

Key Issued? _____ YES _____ NO If yes, date returned _____

Inspected after cleaning _____ Refund Due _____ YES _____ NO INITIAL _____



TOWN OF PROSPERITY

Indoor Facilities

<u>Facility</u>	<u>Capacity</u>	<u>Rates</u>
Civic Center Auditorium	300	\$400.00 one day rental
Civic Center Training Room	30-50	\$40.00/hour
Civic Center Conference Room	20-30	\$35.00/hour
Depot	30-100	\$150.00 one day rental

Tables can be rented for \$10.00 each (round and rectangle tables available)
Folding metal chairs can be rented for \$3.00 each

Town of Prosperity Staff will not be responsible for setup up of tables or chairs.
Reminder: The time allotted by the renter as agreed at the time of reservation will include the set up and clean up times for the event (one day rental is 8 hours).

Sound System and Speakers available upon request.

Upon finishing your activity, tenants of, or renters from the Town of Prosperity are responsible for racking all chairs on the chair racks in the back room, folding all tables and racking round tables and folding all rectangle tables and placing them against the wall. Trash receptacles should be placed in front of the building for pickup. If any of these responsibilities are not completed, your deposit will not be returned to you.