

**Facility Rental Permit**  
**ELKIN TOWN HALL/Farmers Market Shelter**

c/o Laura Gaylord,  
PO BOX 857, ELKIN NC 28621  
PH: (336) 258-8908  
communitymanager@elkinnc.org

All rentals are based on a three (3) hour time segments. All renters must show proof of residency at the time of payment. This is a public document and the information listed on this form is open to the public. Refunds are not provided on facility rentals. This rental agreement is for the Farmers Market Shelter located at the Town Hall parking lot. Payment should be made at the Town Hall.

Name of person renting facility: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Rental? \_\_\_\_\_

Start Time? \_\_\_\_\_ am/pm Finish Time? \_\_\_\_\_ am/pm

The bathrooms will be unlocked at the start time and locked at the finish time by a town employee. If time is extended for any reason, additional hourly fees will apply.

Estimated number of participants? \_\_\_\_\_

Purpose of Rental? \_\_\_\_\_

\*\*If a Special Event, Renter will need to complete a Special Event Permit due upon payment (ie: festival/fund raiser/street closures/etc). This form can be found on the TOE website ([www.elkinnc.org](http://www.elkinnc.org))

\*\*If special event, please explain: \_\_\_\_\_

(If event is open to the public) I would like this event listed on [whatsupinElkinNC.com](http://whatsupinElkinNC.com): yes\_\_\_ no \_\_\_

**REGULATIONS, WAIVER & RELEASE**

The Permitted user does agree to the responsibility for the following:

\* To cause the permitted used area or facility to be free from debris and trash after the completion of the use, with the facility or area to be in the same condition that it was prior to the beginning of the use; that any and all tables and chairs and otherwise equipment belonging to the user otherwise used during such an event and/or

replacement of any and all items of properties belonging to the Town of Elkin, which might be in use by the user, that might be misplaced, damaged or destroyed.

\* Remove trash bags from the trash receptacle and dispose of all other debris from your event (leave no trace).

\* The user assumes the responsibility for any and all claims, damages or other actions arising out of the use of the facility or area, permitted to be used; and further agrees to indemnify and hold the Town of Elkin free and harmless from any actions and claims.

\* That upon request, the user shall provide proof of coverage for insurance or bonding to cover liabilities which might result, as a result of the used area or facility to be used.

\* That the use of the facility or area shall be subject to the Code of Ordinance for the Town of Elkin, The North Carolina General Statutes and such policies and procedures of Town of Elkin facilities, especially as to alcoholic beverages, drugs, gambling, firearms, etc. There shall be NO SMOKING allowed in any areas on Town of Elkin property.

\* If restroom facility is in need of plumbing maintenance due to improper use of facility (clogged toilet, for example) the fee for plumbing repairs may be charged to the renter of the facility. If any damage is caused to the shelter upon inspection, repairs may be charged to the renter of the facility. If shelter is not cleaned after the event, cleaning fees may also be charged.

\* Shelter Rates are based on a three (3) hour period. Any set-up time or clean-up time is to be included in the allotted rental time.

\* All fees must be paid at least two (2) weeks prior to the event. The deposit must be paid in full at the time of booking.

\* All rental bookings are made on a first-come, first-serve basis and facilities are not reserved until rental is paid in full. Reservations over the phone are not taken.

\* Any concession, commercial or profit making enterprise is prohibited except under written permission from the Town of Elkin.

**By signing below, I agree to the above regulations and waiver & release:**

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Farmers Market Shelter Rental Price:

Town Residents: \$25.00 (First 3 hours) \$5 each additional hour

Non-Residents: \$45.00 (First 3 hours) \$5 each additional hour

\_\_\_ SPECIAL EVENTS FORM IS ATTACHED IF NEEDED

\_\_\_ Area is free from trash and debris, and garbage bags have been removed from site after event

\_\_\_ All authorized decorations are removed

\_\_\_ No confetti or small material that could blow all over the parking lot

\_\_\_ No helium tanks are to be put in the trash (The Town has no way of disposing of them)

\_\_\_ No alcoholic beverages

\_\_\_ No Glass Containers

\_\_\_ No Smoking

\_\_\_ Plumbing is in working order before event; \_\_\_ Plumbing is in working order after event

Staff Initials: \_\_\_ Receipt #: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Fee Total: \$ \_\_\_\_\_