



Revised 1/19/23

**TOWN OF LAKE LURE
2948 MEMORIAL HIGHWAY
MAILING ADDRESS: P.O. BOX 255
LAKE LURE, NC 28746
PHONE: 828-625-9983**

PERMIT FOR USE OF TOWN RENTAL FACILITIES

**This Permit for Use application is entered into by and between the Town of Lake Lure
["Town"] and ["Responsible Party"].**

Name

Mailing Address	City	State	Zip
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Contact Phone Number(s)

In consideration of the Responsible Party's request to use the:

- (Check one) ☐ Lake Lure Gazebo
☐ Community Hall in Municipal Center
☐ Meadows

It is agreed by the parties that:

REQUIREMENTS

1. The Responsible Party will be solely and wholly responsible for any and all damage sustained to the premises indicated above during or as a result of the event set forth below.
2. The Responsible Party shall indemnify and hold harmless the Town from and against any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with, the condition or use of the premises covered by this permit, or any means of ingress to and egress from these premises.
3. It is understood that this Permit is issued only to the aforesaid Responsible Party and may not be transferred or assigned, and shall not be inure to the benefit of any successor or assignee of the Responsible Party.
4. The consumption of alcoholic beverages of all types is specifically prohibited. And the use of tobacco products of any kind in any building is specifically prohibited.
5. The Responsible Party shall ensure that the premises are cleaned after the event and all trash is collected and removed.

Type of Event: _____

Date of Event: _____ Actual time of ceremony or event _____

FEES FOR USE OF TOWN FACILITIES

To reserve a date, fees and security deposits for requested facilities must be tendered with the 'Permit for Use application'. After the event is held, and the facility is cleaned and vacated at the specified time, the deposit will be returned by mail the following week as long as there is no trash or damage left behind. You may [review the current fee schedule](#) at the following link:

<https://www.townoflakelure.com/community/page/general-fee-schedule>

Please note that refunds will not be given due to inclement weather. If written notice of cancellation is given 90 days prior to the event date, the rental fee will be returned to the responsible party. However, the deposit will be considered non-refundable. If cancellation is made within 90 days of the event date, both the deposit and fee will be considered non-refundable.

Additional Permits Required

Will your event:

- ☐ Utilize a tent or canopy? *[Town fabric structure permit required. Council approval required for all over 2,000 sq. ft.]*
- ☐ Have vendors or sales of food or other items (e.g., art)? *[Town Council's approval required]*
- ☐ Include alcohol? *(Not allowed in Meadows or Gazebo area) [For Community Hall, Town Manager and Police Chief Approval required]*

[] Entertainment Event Permit attached

[] Fabric Structure Permit attached

[] Request Letter to Town Council attached

GUIDELINES FOR RENTAL OF TOWN FACILITIES

The Responsible Party will be solely and wholly responsible for any and all damage sustained to the premises indicated above during or as a result of the event set forth below.

The Responsible Party shall indemnify and hold harmless the Town from and against any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with, the condition or use of the premises covered by this permit, or any means of ingress to and egress from these premises.

It is understood that this Permit is issued only to the aforesaid Responsible Party and may not be transferred or assigned, and shall not be inure to the benefit of any successor or assignee of the Responsible Party.

All Rental Areas:

Peddling (selling) is prohibited on any town property without a waiver from Town Council prior to any event. Town Council meetings are held at 5:00 pm, the second Tuesday of each month at the Town Hall. Please contact the Town Clerk to have this placed on the Town Council meeting agenda. Alcohol is prohibited.

The Gazebo is 35' in diameter, the arches are 9'6" high, and the middle of Gazebo is 18' and hours are 9 a.m. to 9 p.m. No open flames or cooking permitted. If the event is catered, or any type of food served at the event, a dumpster fee will be required. Alcohol is strictly and specifically prohibited for this rental area. See below for more restrictions.

The responsible party shall ensure that the premises are cleaned after the event and all trash is collected and removed from the Gazebo area. This will include all flowers, decorations, food, etc. Do not leave behind any artificial flowers or petals; doing so will result in forfeiture of deposit.

There is to be no use of glue guns, nails, hooks or screws of any kind or size on any town owned walls or structures. Please do not hang decorations from any light fixtures. Hooks that are provided intermittently may be used for decorating.

The Meadows is the grassy area/field beside of the playground and tennis court. The rental does not include either the playground or tennis court as part of the rental. Please be advised that this area does tend retain water, especially after a rain.

No open flames or cooking permitted. If the event is catered, or any type of food served at the event, a dumpster fee will be required. Alcohol is strictly and specifically prohibited for this rental area.

The responsible party shall ensure that the premises are cleaned after the event and all trash is collected and removed from the Gazebo area. This will include all flowers, decorations, food, etc. Do not leave behind any artificial flowers or petals; doing so will result in forfeiture of deposit.

The Municipal Center's Community Hall was designed and intended for use as a public place primarily by groups or Town residents. Municipal Hall hours are 9 am to 9 pm. Regularly scheduled Town governmental functions and meetings have priority when scheduling the use of the Community Hall. The Community Hall is 1404 sq. ft. - 36' x 39' (with the wall up) and **is** equipped with 16 – 2 ½' x 6' folding tables (each capable of seating 6 persons), approx. 140 stackable chairs, and limited kitchen facilities (this is for warming and serving food only, **not** food preparation). There is a limit of 93 people according to the fire code if tables and chairs are used. If just the chairs are used the limit is 200.

The consumption of alcoholic beverages of all types without specific approval from the Town Manager and Police Chief, and the use of tobacco products of any kind upon the premises is specifically prohibited. Town Council may approve the use of beer and wine (no liquor of any kind) by special request in writing through the Town Clerk. If approved, all alcohol must stay inside the building at all times. This is for the Municipal Hall only.

The tables and chairs with the building rental shall be put away in closets after the event as part of the renter's responsibilities. Chairs, tables, dollies or town equipment are not to be removed from the building for any reason at any time. There is to be no use of glue guns, nails, hooks or screws of any kind or size on any town owned walls or structures. Please do not hang decorations from any light fixtures in or out of buildings. Hooks that may be used for decorating are provided intermittently at the Gazebo.

The responsible party shall ensure that the premises are cleaned after the event and all trash is collected and removed from the building. This will include all flowers, decorations, food, etc. Trash receptacle for building rental only is provided and located on the west side of the building.

I acknowledge that I have read and understand the requirements of this Permit as set forth above in the requirements and 'guidelines for rental of town facilities' set forth above, and agree as the Responsible Party to abide fully with these requirements and guidelines. Failure to comply will result in a forfeiture of deposit.

Signed: _____ **Date:** _____
Responsible Party named above

Permit Issued on this _____ day _____, 20_____.

APPROVED: _____, Town of Lake Lure, NC