



## **Scurry County Park Armory Rental Agreement**

Advance reservations for rentals scheduled up to three years in the future are permitted. Payment must be made in full at the time of booking to secure the rental for a specified date or weekend. The renter shall retain the first right of refusal for the same rental period in subsequent years, provided they meet all booking and payment requirements within the designated timeframe. Additionally, renters may extend their reservation for up to three years beyond the original rental period, subject to availability. The rental rate will remain fixed for the first three years, after which rates may be subject to change for any extended periods.

**Deposit - \$300.00**

**Daily Rent - \$600.00**

**Tables are \$5.00 each Chairs \$1.00 each – All rentals must be made prior to event and self-set up.**

**Alcohol Security Fee - \$300.00 (cash only)**

**This fee applies when there is any alcohol at an event.**

**2 Deputies for 3hrs @ \$50 an hour per Deputy. Additional fees may apply if Deputies/Officers stay after 12 AM.**

**All rental fees are to be paid in full on the booking day.**

**Capacity limit – Standing 1,440 – Max occupancy 1,030 – Max tables and chairs 480 (By order of Fire Marshal)**

\*For events with vendors, a 2 day in advance is given for setting up booths. For events with vendors, LESSEE must provide a list of vendors names and emails to provide vendors a copy of this rental agreement to ensure they are aware of our facility rules and agreement. For all other events, only one day is given for prior setting up.

**Events must be closed down with lights off and doors lock no later than 12am.**

We encourage a facility walk through with us to get familiar with lay out and to inspect for any previous property damage. Please make a mental note of all emergency exits and locations of fire extinguishers. For any non-threatening events such as a water leak or a power failure, please call **573-325-3313** or **325-207-1822** (Park Director). For all major emergencies please call **911** then please call park director.

### **Armory property stipulations**

- No tape on walls, ceiling, or floors

- No hanging decoration from ceiling or walls
- Vehicles are not allowed inside armory
- No animals allowed inside armory
- No skateboard, rollerblades, bicycles allowed inside armory
- **No modifications to facility whatsoever**

### **Facility Cleaning After event**

As a courtesy, cleanup can be made day after event. **NO EXTRA EVENTS ARE ALLOWED ON CLEAN UP DAY.**

- Empty and take out all trash throughout facility and replace trash bags. Main room, bathrooms.
- **Kitchen** - all surfaces wiped down and cleaned. Floor swept and mopped.
- **Restrooms** - need to be swept, mopped, toilets and urinals cleaned.
- **All tables and chairs** must be clean of food and drink then folded and put back on the racks.
- **All floors** must be free of gum, swept and mopped.
- **Outer perimeter of building** – please walk around the armory and pick up any trash that was left behind from your event.
- **Make sure all lights are turned off and doors locked before leaving.**
- **Keys must be returned by 9 am the following business day.**

**(Cleaning supplies such as dust mops, brooms, lobby dust pans, paper towels, toilet paper, disinfectant spray, and trash bags can be found in storage room behind handicap restroom.)**

**Failure to follow any of the mentioned requirements, stipulations, or cleaning will result in a loss of deposit and a ban from any future bookings of the parks facilities. Deputies and Officers have the authority to shut down a party at any time without warning if there is a security concern, fire hazard, life safety issue, building being damaged, or some other matter of concern.**

\_\_\_\_\_

**Name of Renter**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date**