



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

Can only make a rental 6 months in advance. No earlier

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 pervious 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.)

**\*In a life safety emergency, I do understand my event will be canceled, and Emergency Operations will be set up in this facility.**

Signature: \_\_\_\_\_

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

**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 an event 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**