The City of Woodruff Auditorium will be made available to the renter for the period of time specified at the time the facility is rented through the offices of the City of Woodruff for the amount of the rental fee and deposit as stipulated by the city council. It is not the intent of the city council that the facility be used for regularly scheduled, ongoing programs, services, and activities. Official city meetings and functions shall always retain priority over all requests for use of the facility.

The renter shall indemnify and hold harmless the City of Woodruff, South Carolina, its officers, agents and employees against any and all loss, damage, and/or liability that may be suffered and caused by, arising out of, or in any way connected with the occupation or use by the renter of the City of Woodruff Auditorium/City Hall or any part thereof, or in the rights and privileges herein granted.

**Rented Space:** The rented space includes ONLY the auditorium, hallway, and refreshment. Under NO CIRCUMSTANCES are any other rooms in the building to be utilized by the renter. If found to be out of compliance with this agreement you will forfeit your deposit and not be allowed to rent the space in the future. The hallways shall only be utilized for a ticket booth and to convey traffic to and from the auditorium. Under no circumstances shall food be sold or vended, any other type of goods vendors, or any other type of sales.

**Deposits and Fees:** 50% of the total amount on the fee structure must be paid at the time the rental contract is signed. The final balance of fees must be paid no later than 3 days prior to the event. Balance of fees must be paid in full and in cash. Security/Damage deposits are processed within 2 weeks after your event for the refundable deposit less any additional clean-up or damage chargers. Refunds could take up to 2 weeks following the scheduled event.

**Cancellation:** Auditorium cancellations will result in loss of the security/damage deposit. Cancellations less than 3 days prior to the event will result in loss of 50% of the total amount on the fee structure. Rescheduling an event will be treated the same as a cancellation.

**Hours of rental:** The Auditorium is available for rent during the hours of 8:00AM to midnight, seven days per week. The facility is city property and will be patrolled by the Woodruff Police Department. All persons in the auditorium, city hall and on the grounds are subject to all municipal, state and federal laws.

**Security Officers:** The City Of Woodruff reserves the right to require the services of security officers at the lessee’s expense for any function or event the City Manager or Police Chief deems necessary. When officers are required you must retain them from the beginning of your event time to the end of your rental time. The City of Woodruff will provide necessary security officers at the lessee’s expense at a fee of $25.00 per hour per officer with a $10.00 administrative fee per officer.

**Alcohol Consumption:** Serving of alcohol will have to have the approval of the City Manager. Additionally, smoking is not allowed inside the auditorium or city hall. The use of drugs is prohibited on all city property.

**Caterers:** Serving of food in the facility shall take place only in the designated area (such as hallway and refreshment room). Food or drinks are not allowed inside the auditorium. All food must be pre-made prior to event. There is NO cooking allowed on site.

**Set-Up and Decorations:** Any decorations used in the Auditorium shall be installed in such a manner as not to ruin or deface the building in any way. Nails, tacks or screws shall not be used in the hanging of decorations. The renter shall not damage or allow to be damaged in any way the facility or any fixture or personal property located therein. In the event of damage, the renter shall promptly restore facilities or property to its original state of repair or will pay to the city the costs of the required repair. The renter shall, upon completion of the use of the facility, promptly remove all decorations, display, and equipment used by the renter and will deliver the facility to the city upon expiration of the rental period in as good a state of repair and condition as existed upon occupancy.
Clean-Up: The renter shall leave the auditorium and city hall in the same state of cleanliness as found at the time of occupancy, and will be responsible for any janitorial services required to restore the facility to its original state of cleanliness. This shall include cleaning of restroom floors, toilets and sinks. The renter shall be responsible for the removal and placement of all litter, garbage and refuse from the facility and grounds into the city’s trash dumpster located at the west end of city hall.

Entertainers/Use of In-House Sound System: Before Finalizing your entertainment be aware The City of Woodruff offers NO sound system at the present time. Be sure the power needs of your entertainer is compatible with our facility. Lessee is responsible for any damages incurred by your entertainer or their employees.

Weapons & Explosives: Possession and/or use of firearms, weapons, fireworks and explosives are prohibited.

Right to Alter or End an Event: The City of Woodruff maintains the right to alter or end an event at any time it is determined necessary to protect the facility from damage; or to assure the safety and welfare of the event participants. In the event a function is ended for cause, no refund will be issued. Any violations of the conditions herein set forth may be grounds for refusal to rent the facility to the individual renter or the group represented in the future.

Clean-Up Responsibilities:

Refreshment Area:
- Remove all garbage and place in the designated receptacles located outside the building
- Clean and wipe down the sink and counters
- Sweep and mop the floor
- Lessee must remove all decorations from the premises

Auditorium:
- Lessee must remove all decorations from the premises
- Turn all lights off
- Turn the heating/air off
- Remove all garbage and place in the designated receptacles located outside the building

Lobby & Hallways:
- Lessee must remove all decorations from the premises
- Turn all lights off
- Remove all garbage and place in the designated receptacles located outside the building
- Vacuum the Hallways
- Sweep and mop front Lobby

The undersigned represents that they are authorized to sign and enter into this agreement. Accepted and agreed to:

Print Name ________________________________  City of Woodruff
Sign Name ________________________________  Sign Name ________________________________
Date: __________________  Date: __________________

Security Deposit Refund Should be Returned to:
Name: ________________________________
Address:
CITY OF WOODRUFF AUDITORIUM
RENTAL APPLICATION

The renter shall indemnify and hold harmless the City of Woodruff, South Carolina, its officers, agents and employees against any and all loss, damage, and/or liability that may be suffered and caused by, arising out of, or in any way connected with the occupation or use by the renter of the City of Woodruff Auditorium/City Hall or any part thereof, or in the rights and privileges herein granted.

Name of Organization/Renter

Name of Organization Representative

Date and Time of Event

Number of People Expected

I certify and personally assume responsibility for payment of all charges and the observance of all conditions and stipulations governing the use of the facility and understand that failure to comply with said conditions and stipulations may result in forfeiture of deposits and future use of the facility.

Signature of Organization Representative

OFFICE USE

Separate checks are required for Rental Fees and Deposits

Rental Fee
Non-Profit or Non-Ticketed Event
$185/day X ___ days $ ___

Security/ Damage Deposit $ ___

Rehearsal Fee $ ___

For-Profit or Ticketed Event
$285/day X ___ days $ ___

TOTAL COLLECTED $ ___

TOTAL DUE $ ___

Signature

Date