



Requested Date for Event: _____

Name of Organization (if applicable): _____

Name of Individual Responsible: _____

Email: _____

Address: _____

Phone: _____ Cell: _____

Description of Event

Name of Event: _____

Type of Event: _____ Estimated Attendance: _____

Set-up will begin at: _____ Clean up & out by: _____

(Rental begins at set-up and ends after clean-up)

Rental Rates

Members: with kitchen- \$120 per day; without kitchen- \$95 per day

Non-Members: with kitchen- \$180 per day; without kitchen- \$120 per day

Not For Profit Organizations: \$35 *(less than 4 hours, no kitchen use, less than 25 people)*

Security Deposit: \$100 *(separate check/ refundable after event)*

Two separate checks, each made out to "New Hope Improvement Association", are required to hold your reservation: \$100 is a security deposit, and the other is for the full rental fee + cleaning fee (if applicable). The \$100 deposit check will be returned if the final inspection indicates that all the conditions are met according to the rental check list; otherwise that amount will be retained to pay for any damages and/or a proper cleaning.

Please mail both checks and rental agreement to: New Hope Improvement Association, 4927 Whitfield Road, Durham, NC 27707

Meeting Room Rules:

MAXIMUM CAPACITY: 100 persons

MINIMUM RENTAL AGE: 25 years old, must be on site during rental

HOURS OF AVAILABILITY: 8:30 am to 11:00 pm. Please finish clean-up and be out of the building by 11:00 pm.

NOT INCLUDED IN YOUR RENTAL: Rental of the meeting room does NOT include rental of the fire station or fire station parking lot. Rental does NOT include use of the back deck or yard.

PARKING: Parking is only allowed in the upper parking lot immediately adjacent to the meeting room. NO parking is allowed in the lower lot (Fire Dept.), behind the building, or in the grass.

TRASH: You must remove ALL TRASH from the property after your event. We do not have trash pickup, nor do we supply trash bags.

NOISE: Loud music or noise is not allowed. Please be aware and respect that the Fire Department operates immediately adjacent to the meeting room.

ALCOHOL: Alcohol is permitted in moderation. Renter agrees to comply with all laws and regulations regarding the serving and consumption of alcohol.

NO SMOKING: Smoking is not allowed in the meeting room or anywhere on the property.

RESERVATIONS: To reserve a date or for questions, contact Shannon (shannon@sylvantrails.com) to check on availability. Reservations are not official until we have received your deposit check, rental fees check, and completed rental agreement.

CANCELLATION: A full two working day cancellation notice is needed to be received by Shannon Tostanoski for a full refund of the rental fee either by email or telephone conversation (not a phone message or text).

SET-UP PROCEDURES: The key is in the lock box located to the left of the double doors. Shannon will call or email you with the combination a few days prior to your reserved date. Set-up is allowed ONLY on the day of your event. Please report any damaged property, needed repairs or other problems immediately upon arrival to Shannon Tostanoski at shannon@sylvantrails.com.

DECORATIONS: No nails, thumbtacks, or glue may be used on meeting room walls or ceiling. Painter's tape **only** may be used and must be thoroughly removed when finished.

CLEANING CHECK LIST: There is an attached cleaning checklist for you to complete at the end of your event.

KITCHEN CHECK LIST: *If you have used the kitchen*, there is an additional kitchen cleaning checklist for you to complete at the end of your event.

FINES & FEES: Any damage fees incurred shall first be deducted from your deposit and any additional balance due shall be paid upon presentation of a statement. The cost of cleaning the meeting room, the porch and grounds may be charged up to the **full amount of your deposit OR MORE** depending on the condition of the facility *and grounds* after your event.

OPTION: *If you elect to pay the \$100 cleaning fee in advance*, the fee will cover items on the cleaning check list including trash bag disposal. It will NOT cover clean up of the outside porch and grounds.

The person(s) who reserved the meeting room must be present at all times and be personally responsible for their guests. The New Hope Improvement Association shall be held harmless from any loss, cost or expense, including reasonable attorney's fees, resulting from injury suffered by anyone attending a renter-hosted event at the facility.

I have read the above and agree to the rules and conditions.

Signature

Date

CLOSING Clean-up Check List:
(complete and leave on desk at end of event)

Name of Responsible Party _____ Date of event _____

The association provides a broom, dust mop, and a wet mop. Paper towels are not provided; please plan ahead.

- _____ Bathrooms are clean and trash removed.
- _____ Floors are swept and spills are wiped up.
- _____ Tables and chairs are CLEAN and returned to the racks.
- _____ Furniture is returned to original position. (Please do not drag furniture.)
- _____ Thermostat is returned to 78 degrees (summer) or 60 degrees (winter).
- _____ Trash and Recycling are removed from the property.
- _____ Windows and doors are locked.
- _____ Key is returned to lock box before 11:00 pm.

_____ Signature _____ Date

KITCHEN Clean-up Check List: *(if applicable)*

- _____ All food is removed from the refrigerator.
- _____ All dishes, utensils, pots, trays, and equipment are washed, dried, and put away.
- _____ Coffee machines are emptied and cleaned.
- _____ Countertops and sinks cleaned.
- _____ Stovetops and ovens cleaned and turned off.
- _____ Trash and Recycling are removed from the property.
- _____ Floors are swept and mopped.
- _____ Warming buffet is drained and turned off.

_____ Signature _____ Date