

VENUE RENTAL APPLICATION



Please submit application and deposit two weeks in advance of rental date.

Rental Contact Information

Print Contact Name _____

Organization Name _____

Street Address _____

City, State, Zip _____

Phone _____ Email _____

Facility Selection Events Center Banquet Hall Meeting Room Picnic Shelter / Pavilion

Event Type _____ **Expected Number of Attendance** _____

Event Date _____ **Time** (Includes Setup, Event, & Cleanup) From _____ PM/AM to _____ PM/AM

Deposit, Cleaning, & Fees

Facility Deposit \$ _____ *Determined by number of guests and event type.*

Deposit refunded within 10 days of rental completion after inspection and verification of facility condition by TFC personnel.

Cleaning The renter is responsible for cleanup after the event. If additional cleaning is required, the renter will incur a minimum \$100.00 fee, deducted from the deposit.

Damages The renter is responsible for the costs of repairing damages to the property occurring during their event.

Lost Keys \$50.00 fee, deducted from the deposit. Please do not lose the facility keys.

Cancellation Refund Policy

- 30 Days Prior to Event Date: 100% refund
- 15-29 Days Prior to Event Date: 50% refund
- 0-14 Days Prior to Event Date: 0% refund
- **Cancellation Policy.** All rentals fall under the cancellation policy, and refunds are handled according to this policy.

Agreement I, the undersigned, for myself and the organization associated with the event, do hereby release, hold harmless and agree to indemnify The Farmington Community Association, Inc. d/b/a The Farmington Center, it's agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or any employees, independent contractors, or any other party involved in the event during my use of The Farmington Center facilities and insure that I/we will faithfully comply with the terms of this application. I have read the Rental Rules and agree to all provisions. I understand that failure to comply will result in my party's immediate ejection from the facility with no return of rental payment or security deposit. By signing below, I attest that I have read and understand the rules for rental and agree to abide by them.

Signature: _____ Date _____

Office Use:

Security Deposit (In holding) Deposit \$ _____ Cash _____ Check No. _____ Returned _____
Rental Fee \$ _____ Cash _____ Check No. _____ Total Paid \$ _____

FACILITY RENTAL FEATURES & FEES

Features	Events Center	Banquet Hall	Meeting Room	Picnic Shelter or Picnic Pavilion
Capacity	225 seated	80 seated	42 seated	70 seated
Tables	12 round @ 8 seats per table	6 rectangle @ 8 seats per table 3 square top @ 4 seats per table	4 rectangle @ 8 seats per table 2 child size tables & 10 child size chairs	6 picnic tables with attached bench seating
Seating Provided	96 folding chairs	54 folding chairs 12 frame chairs	32 frame chairs	n/a
Amenities	Stage for additional seating or performances Two dressing areas	Kitchen with gas stove, dishwasher, refrigerator Buffet bar Small stage	Studio kitchen with sink, microwave, refrigerator & serving bar area Plug & play video presentation screen	Electrical outlets Lighting Volleyball net Fenced area 2 charcoal grills
Handicap Accessible	Yes	Yes	Yes	Yes
Rental Up to 4 Hours	\$375	\$225	\$135	\$40
Rental Up to 8 Hours	\$675	\$375	\$195	\$80

Wedding and large-event two- and three-day packages are available.

RENTAL RULES

Controlled Substances. Possession of controlled substances is strictly prohibited. Law enforcement will be called to the premises if violations occur, with immediate ejection from the premises, forfeiture of deposit, and no refund of rental payment.

Alcoholic Beverages. Alcoholic beverages, including fortified wines, are allowed with specific alcohol use application and rules, available on the website and via email request to farmingtoncc@gmail.com.

Sound Policy. Amplified music and public address systems are not allowed outside, unless part of an authorized event. When used indoors, music must not be amplified to a level that it will be heard outside of the building. TFC is in a community and we ask that all renters be respectful of our neighbors.

Clean Up. Patrons will be responsible for clean-up of rental space and properly disposing of trash and décor from the inside of the buildings and the surrounding grounds. Any required cleanup by TFC will result in a MINIMUM \$100 fee, withheld from the security deposit.

Special Effects. Smoke and fog machines are only allowed with prior approval and with an additional fee.

Curfew of 11:00PM. All scheduled events must be over at 10:00PM, clean-up completed and premises vacated by 11:00pm. Any overage in time will be billed at a rate of \$100 per hour, or portion thereof, in full hour increments.

Approval. All rentals are subject to approval by the Executive Director and/or Board of Directors and any rental may be denied if it does not fit the mission of Farmington Community Association, Inc.

Cancellation Policy. All rentals fall under the cancellation policy, and refunds are handled according to this policy.

VENUE RENTALS

Weddings | Receptions

Bridal Showers

Birthdays | Baby Showers

Family Reunions

Organization Meetings

Classes | Programs



Where neighbors celebrate,
adventure, connect, and give.

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