

RENTAL AGREEMENT

Shamrock Center  
3925 Willow Farrow Road  
Charlotte, NC 28215  
704-531-6900

A Unique Setting for Your Special Events

Wedding Receptions  
Anniversaries  
Birthdays  
Seminars  
Board Meetings  
Fundraisers

Fashion Shows  
Club Socials  
Training Sessions  
Conferences  
Card Parties  
Dances

The Shamrock Center is in the northeast area of Mecklenburg County, located on the beautiful landscaped Aldersgate Retirement Community property.

Facilities

The Center's flexible spaces can accommodate groups of up to 50 people

Supervisor\_\_\_\_\_

Deposit\_\_\_\_\_

Date paid\_\_\_\_\_

Rental Fee\_\_\_\_\_

Date paid\_\_\_\_\_

CHARLOTTE-MECKLENBURG SENIOR CENTERS, INC.

Facility Rental Policies

A. Availability of Facility

1. Priority use will be given to events and services offered by CMSC, in keeping with the mission of CMSC. All other scheduling of events will be on a first-come, first-served basis.
2. The Shamrock Center will not be leased to religious groups for religious services and/or political groups.

B. Procedures for Scheduling

1. Coordination for scheduling the rental and/or use of the Center will be through the Shamrock Center Director.
2. All groups or individuals must complete a rental agreement request form. Request forms should be submitted no less than 2 weeks prior to the event.
3. The length of time the facilities will be in use must be scheduled at the time of request and adhered to during the event. No events may occur before 6:00 a.m. or after 11:00 p.m. unless arranged by building supervisor.
4. The Shamrock Center Director reserves the right to refuse any request for use of the Center. Denial for use of the Senior Center will be based on the concerns for the health, safety, and welfare of the user, invited guests, and/or public, as well as for the protection and security of the building.

C. Regulations Governing Use of the Shamrock Center by Lessee

1. The sponsoring organization or individual (hereafter referred to as "Lessee") shall be responsible for the well-being and orderly conduct of all those attending the event.
2. The Lessee shall hold harmless any and all Charlotte Mecklenburg Senior Center, Inc. staff and its Board of Directors for any loss or injury resulting from the use of the Shamrock Center.
3. No intoxicated persons, illegal substances, firearms, or other weapons will be allowed on the premises of the Shamrock Center.

4. The Shamrock Center is a smoke-free building. Smoking is permitted on the outside of the Center entrance only.
5. No tape, nails, screws, pins or any other devices may be used to affix signs, posters, etc. to any wall surfaces, ceilings or tables in the facility.
6. The Lessee shall notify the Shamrock Center Director of any cancellation or change of time or date of any activity or event which has been previously approved and scheduled.
7. A 30-day cancellation notice is required for return of one-half of the deposit. Otherwise, the deposit is forfeited.
8. Tear-down and clean-up **MUST BE COMPLETED** by 11:00 p.m.

#### D. Security

1. 1. A Center representative will be present to activate the alarm and to secure building at the end of the event. The representative shall remain on site while the event is in progress. In addition to the rental fee, \$15.00 per hour is to be paid directly to the Building Supervisor by the Lessee, including set-up and teardown times at the end of the event.
2. All spaces and rooms specifically rented may be occupied by the Lessee and guests. All other rooms will be locked and unavailable for occupancy unless requested and paid for per agreement.

#### E. Maintenance

1. Shamrock Center staff is not responsible for the moving, setting up, or taking down of any equipment brought in by the Lessee. Any other equipment set up is the responsibility of the Lessee. The Lessee may use the Center tables and chairs but must take the responsibility for set-up and teardown of the Center equipment. Outside rentals must be delivered the day of the event and picked up at the conclusion of the event, unless special arrangements have been made with the Shamrock Center Director.

#### F. Parking

1. Event hosts and their guests may park in the Center parking lot. Additional parking space may be pre-arranged with Wesley Care Center, which is located next door. Arrangements must be coordinated through the Center staff. There is no charge for parking.

## G. Alcoholic Beverages

1. Alcoholic beverages are prohibited at the Shamrock Center.

## H. Caterer

1. The kitchen may be used to serve all ready prepared meals or refreshments that have been prepared by a licensed caterer (a copy of the caterer's license must be provided prior to the date of the event). Dishes and serving utensils are not furnished. We do not have a stove or oven for use and can only provide limited refrigeration space. We do have an ice machine available for use.

## RENTAL FEES

### Non-Profits & Individuals

1. \$300 Monday - Friday 8 a.m. - 5 p.m.
2. \$200 Monday - Friday 5 p.m. - 11 p.m.
3. \$250 (Saturday & Sunday)
4. \$15 per hour, payable directly to the Building Supervisor (includes set-up and teardown time)
5. \$20 per hour on holidays or after 11:00 p.m. , payable directly to the Building Supervisor (includes set-up and teardown time)

### For-Profits

1. \$400 (Monday - Friday 8 a.m. - 5 p.m.
  2. \$300 (Monday - Friday 5 p.m. - 11 p.m.
  3. \$350 (Saturday & Sunday) \*50.00 per hour after 11:00 p.m.
  4. \$15 per hour, payable directly to the Building Supervisor (includes set-up and teardown time)
  5. \$20 per hour on holidays, payable directly to the Building Supervisor (includes set-up and teardown time)
- 
1. **KITCHEN PRIVILEGES** – If kitchen is used to serve all ready prepared meals or refreshments (by a licensed caterer-a copy of the caterer’s license must be provided prior to the date of the event), advanced notice must be given. Dishes and serving utensils are not furnished.
  2. **DAMAGE DEPOSIT & ROOM RESERVATION** – \$50 for rental and damage deposit is required at time of signing this agreement. Lessee will be charged to replace and/or repair any/all damages in excess of the \$50 damage deposit.
  3. **NO RENTAL FEE IS REQUIRED FOR SENIOR GROUP ACTIVITIES WHEN CO-SPONSORED BY THE SHAMROCK CENTER. CHECK WITH THE SHAMROCK CENTER DIRECTOR FOR MORE INFORMATION.**

CHARLOTTE-MECKLENBURG SENIOR CENTERS, INC.

SHAMROCK CENTER REQUEST FORM  
Rental Agreement  
Non-Profits/For-Profits/Individuals

1. Applicant Name: \_\_\_\_\_

Non Profit \_\_\_\_ for Profit \_\_\_\_ Individual \_\_\_\_

2. Applicant Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone: Business \_\_\_\_\_ Home/Cell \_\_\_\_\_

4. Area(s) requested for use:

( ) : Seats 50 at rectangular tables.

6. Date(s) and Time(s) required:

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

7. Estimated attendance: \_\_\_\_\_

Type of attendance expected: ( ) Adults ( ) Youth

( ) Children ( ) Mixed

Describe activity to be scheduled: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Room Reservation Request

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Seating Style Planned: \_\_\_\_\_ Auditorium \_\_\_\_\_ Board \_\_\_\_\_ Banquet

Program Needs: (Please Check)

\_\_\_\_\_ # Rectangular Tables (6 ft. Rectangular)

\_\_\_\_\_ # Chairs (50)

Outside audio/visual equipment rental companies can supply your audio visual needs.

Shamrock's Center Director reserves the right to refuse any request for use of the Center. Denial for use of the Shamrock Center will be based on the concerns for the health, safety, and welfare of the user, invited guests, or public, as well as for the protection and security of the building.

I have read and agree to abide by the regulations and policies herein governing the use of the Shamrock Center. I do also agree to hold blameless the Charlotte-Mecklenburg Senior Centers, Inc., from any/all claims for damages, personal or otherwise, that may occur during the use of this facility. The undersigned further certifies that he/she is the authorized representative to act for and accept responsibility for the leasing organization.

I agree that the caterer I hire will be licensed to provide food.  
Proof of the caterer's license must be provided to the Shamrock Center Director.

ALL RENTAL FEES ARE DUE ONE WEEK PRIOR TO THE DATE OF EVENT.

Signature of Lessee \_\_\_\_\_

Date \_\_\_\_\_

Signature of the Center's Representative \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY:

Damage Deposit & Room Reservation \$ \_\_\_\_\_

Room Rental \$ \_\_\_\_\_

Other Items \$ \_\_\_\_\_

Damage Deposit Returned:

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

Amount: \$ \_\_\_\_\_

In signing this contract for room usage, I agree to the following list of tasks:

- < Return room to its original condition
- < Return all tables to the closets
- < Stack chairs in stacks of 8 and return to closets
- < Sweep kitchen and room floor and throw dirt in trash can
- < Bag all garbage AND TAKE TO DUMPSTER.
- < Return kitchen to its original condition
- < Take care of any trash left in other areas of the building.
- < Provide supervision of children attending event