



Facility Use Application - Special Events

CONTACT INFORMATION (Please Print)

Date of Application: _____

Applicant's Name: _____

Organization (if applicable): _____

Billing Address: _____
Street City State Zip Code

Phone: _____ Cellular Phone: _____ E-mail: _____

Event Contact: _____ Event Contact Phone Number: _____

EVENT INFORMATION (Please Print)

Date of Rental: (day of week) _____ / (date) _____

Number of people expected to attend the event: _____

Hours of Use (for 76 people or more):

Start

End

Set-up Time* (2 hours minimum) **From:** _____ **To:** _____

Event Time (2 hours minimum) **From:** _____ **To:** _____

Break-down & Clean-up Time (1 hour minimum) **From:** _____ **To:** _____

Hours of Use (for 75 people or less):

Set-up Time* (30 minutes minimum) **From:** _____ **To:** _____

Event Time (1 hour minimum) **From:** _____ **To:** _____

Break-down & Clean-up Time (30 minutes minimum) **From:** _____ **To:** _____

Describe the Event (include decorations): _____

Will alcohol be served? _____ **Area where alcohol will be served:** _____
(If yes, must apply within 4 weeks of event date. See attached *Procedure for Obtaining Permission to Serve Alcohol.*)

Will non-alcoholic beverages and/or food be served? _____ **If YES, will it be sold?** _____

Do you have any electrical needs? Describe. _____

How did you hear about the Imperial Centre facility rental? _____

* It is the renter's responsibility to make sure adequate set-up time is being allowed to ensure that all persons involved in the set-up have sufficient time to complete their required tasks before the event starts. Access to the rental space will not be permitted prior to the set-up start time designated by the renter.



EQUIPMENT RENTAL

The Imperial Centre (IC) has equipment available for rental. All IC equipment is set up by IC staff. There is no charge for set up. Set up time for IC equipment or equipment brought in from outside, must be included in *Hours Of Use* on application. See below for the inventory of rental equipment and the amount of time needed for set up. (You may set up other things during the same time as equipment set up.)

Inventory	Rental Equipment	Basic Rate	How Many	Total
20	60' Round Banquet Tables	\$6.50 each		
45	6' Banquet Table (6' L x 29" W x 29" H) Light Grey Samsonite	\$5.50 each		
6	8' Banquet Table (8' L x 30" W x 29" H)	\$6.00 each		
4	6' Classroom Table (6' L x 18" W x 29" H)	\$3.00 each		
7	8' Classroom Table (8' L x 18" W x 29" H)	\$3.00 each		
250	Light Grey Samsonite Folding Chair	\$1.00 each		
1	Optima DLP Projector	\$10.00		
1	70" x 70" Projection Screen	\$10.00		
1	Public Announcement System	\$30.00		
5	Wooden Easel	No cost		
2	Podium	No cost		

Additional Theatre Rental Items

3	Extra Microphones	\$10.00 each		
3	Microphone Stands	No Cost		
1	Digital Piano	\$50.00		
1	Stage Monitors (set)	\$20.00		
			SUBTOTAL	

EQUIPMENT SET UP TIME (estimates)

30 minutes:

- Up to 50 chairs with up to 12 tables

1 hour:

- Up to 100 chairs with up to 24 tables

2 hours:

- Up to 200 chairs with up to 40 tables

Please note: Currently, The Imperial Centre does not provide internet access.

CONTRACT SERVICES INFORMATION (Please Print)

Contract information must be submitted no later than two (2) weeks before event date. Any changes after submission must be re-submitted.

Caterer _____	Florist _____
Contact Name _____	Contact Name _____
Phone Number _____	Phone Number _____
Delivery Date/Time _____	Delivery Date/Time _____
Pick Up Date/Time _____	Pick Up Date/Time _____
 Music/Entertainment _____	
Style/Type _____	
Contact Name _____	
Phone Number _____	
Delivery Date/Time _____	
Pick Up Date/Time _____	

#1 Rental Equipment Company _____	
Contact Name _____	Phone Number _____
Equipment Rented _____	_____
_____	_____
_____	_____
Delivery Date/Time _____	Pick Up Date/Time _____
 #2 Rental Equipment Company _____	
Contact Name _____	Phone Number _____
Equipment Rented _____	_____
_____	_____
_____	_____
Delivery Date/Time _____	Pick Up Date/Time _____

Please use back of page if you need additional space for information.



Special Event Rental Rates

“All Hours” – Monday through Saturday (8:00am – 1:00am); Sunday (10:00am – 1:00am)

“Closed Hours Only” – Monday (8:00am – 1:00am); Tuesday through Sunday (5:00pm – 1:00am)

Closed on Easter Sunday, Thanksgiving Day and Christmas Day

Minimum of 5 hours for events with 76 people or more:

2 hour estimated set up, 2 hour event, 1 hour minimum clean up (except *Theatre– minimum of 2 hours)

Minimum of 2 hours for events with 75 people or less:

30 minute estimated set up, 1 hour event, 30 minute minimum clean

SPACE	CAPACITY		AVAILABILITY	RENTAL RATES
	Reception	Banquet		
Main Common Area	350	210	Closed hours only	\$140 per hour \$90 per hour (non-profit)
Museum Courtyard (outside)	800	400	Closed hours only	\$95 per hour \$65 per hour (non-profit)
Theatre Lobby, Terrace and Sculpture Courtyard	290	170	All hours	\$125 per hour \$90 per hour (non-profit)
Studio Theatre (Education Building)	225	140	All hours	\$95 per hour \$75 per hour (non-profit)
Fiber Studio (Education Building)	65	45	All hours	\$37.50 per hour \$30 per hour (non-profit)
Arts Studio 1 (Education Building)	60	40	All hours	\$37.50 per hour \$30 per hour (non-profit)
Theatre Lobby (only)	130	75	All hours	\$95 per hour \$65 per hour (non-profit)
Theatre Terrace and Sculpture Courtyard (all outdoors)	160	95	All hours	\$95 per hour \$65 per hour (non-profit)
*Theatre (and lobby) including theatre steward	303	NA	All hours	\$265 per hour \$215 per hour (non-profit)

Special Combination Rates:

Open Art Center or Children’s Museum (in addition to other facility rental)	Closed hours only	\$200 per hour \$150 per hour (non-profit)
Open Art Center & Children’s Museum (in addition to other facility rental)	Closed hours only	\$300 per hour \$250 per hour (non-profit)
Imperial Centre (Selected areas/ask for details)	Closed hours only	\$7,000 per day \$5,000 per day (non-profit)

- Capacities are base on reception & banquet style events except Theatre which are the number of seats.
- No food or drink allowed in the Theatre.



**RENTAL FEES – WORKSHEET
SPECIAL EVENTS**

Use worksheet on Page 6 for non-profit rates.

Minimum of 5 hours for events with 76 people or more:

2 hour estimated set up, 2 hour event, 1 hour minimum clean up (except Theatre– minimum of 2 hours)

Minimum of 2 hours for events with 75 people or less:

30 minute estimated set up, 1 hour event, 30 minute minimum clean up

Rental Space	Basic Rate per hour		Extra Use Hours	Subtotal
	(5 hr min)	(2 hr min)		
Main Common Area	\$700	\$280	\$140 x ___ hour(s)	
Museum Courtyard	\$475	\$190	\$95 x ___ hour(s)	
Theatre Lobby, Terrace and Sculpture Courtyard	\$625	\$250	\$125 x ___ hour(s)	
Studio Theatre	\$475	\$190	\$95 x ___ hour(s)	
Fiber Studio	NA	\$75	\$37.50 x ___ hour(s)	
Art Studio 1	NA	\$75	\$37.50 x ___ hour(s)	
Theatre Lobby (only)	\$475	\$190	\$95 x ___ hour(s)	
Theatre Terrace and Sculpture Courtyard	\$475	\$190	\$95 x ___ hour(s)	
Theatre (and lobby) including theatre steward	NA	\$530	\$265 x ___ hour(s)	
Additional Theatre Steward (only if needed)			Number Required ___ x \$15 x ___ hour(s)	
Open Art Center or Children’s Museum (in addition to other facility rental)	NA	NA	\$200 x ___ hour(s) (minimum of 1 hour)	
Open Art Center & Children’s Museum (in addition to other facility rental)	NA	NA	\$300 x ___ hour(s) (minimum of 1 hour)	
Imperial Centre (selected areas/ask for details)	Rental per day is \$7,000			

Equipment Rental Subtotal (see page 2)	\$
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TOTAL DUE	\$
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NON-PROFIT ORGANIZATIONS
(501C Tax Status)
RENTAL FEES – WORKSHEET
SPECIAL EVENTS

Minimum of 5 hours for events with 76 people or more:

2 hour estimated set up, 2 hour event, 1 hour minimum clean up (except Theatre– minimum of 2 hours)

Minimum of 2 hours for events with 75 people or less:

30 minute estimated set up, 1 hour event, 30 minute minimum clean up

Rental Space	Basic Rate per hour		Ext Use Hours	Subtotal
	(5 hr min)	(2 hr min)		
Main Common Area	\$450	\$180	\$90 x ___ hour(s)	
Museum Courtyard	\$325	\$130	\$65 x ___ hour(s)	
Theatre Lobby, Terrace and Sculpture Courtyard	\$450	\$180	\$90 x ___ hour(s)	
Studio Theatre	\$375	\$150	\$75 x ___ hour(s)	
Fiber Studio	NA	\$60	\$30 x ___ hour(s)	
Art Studio 1	NA	\$60	\$30 x ___ hour(s)	
Theatre Lobby (only)	\$325	\$130	\$65 x ___ hour(s)	
Theatre Terrace and Sculpture Courtyard	\$325	\$130	\$65 x ___ hour(s)	
Theatre (and lobby) including theatre steward	NA	\$430	\$215 x ___ hour(s)	
Additional Theatre Steward (only if needed)			Number Required ___ x \$15 x ___ hour(s)	
Open Art Center or Children’s Museum (in addition to other facility rental)	NA	NA	\$150 x ___ hour(s) (minimum of 1 hour)	
Open Art Center & Children’s Museum (in addition to other facility rental)	NA	NA	\$250 x ___ hour(s) (minimum of 1 hour)	
Imperial Centre (selected areas/ask for details)	Rental per day is \$5,000			

Equipment Rental Subtotal (see page 2)	\$
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TOTAL DUE	\$
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SUBMISSION OF RENTAL CONTRACT

- Return the following forms completed:
 - *Facility Use Application (Page 1)*
 - *Equipment Rental (Page 2)*
 - *Contract Services Information (Page 3)*
 - *Rental Fees – Worksheet (Page 5 or 6, as applicable)*
- Read and return the following forms completed and signed or initialed at bottom:
 - *Submission of Rental Contract/Payment (Page 7)*
 - *Rules of Use Agreement/Acknowledgement (Pages 8, 9 and 10)*
 - *Release and Indemnity Agreement (Page 11)*
- A 25% non-refundable deposit is required within five (5) business days of booking your event to confirm your reservation. (Reservations will not be held without deposit.)
- Return rental contract in person to: **The Imperial Centre Reception Desk (Main Lobby), 270 Gay Street, Rocky Mount, NC 27804**
- Return rental contract by mail to the following address:

**Rocky Mount Parks & Recreation
Imperial Centre Facility Rental
270 Gay Street
Rocky Mount, NC 27804**
- Contact the Imperial Centre Facility Rental Coordinator with any questions:

**Eva Satterwhite
Phone: (252) 972-1342
Fax: (252) 972-1563
eva.satterwhite@rockymountnc.gov**

PAYMENT

- All events must be booked within three (3) weeks of event date, and four (4) weeks if alcohol is served.
- **A 25% non-refundable deposit** of total fees is required within five (5) business days of booking your event to confirm your reservation. (Reservations will not be held without deposit.) If your event is not approved, the deposit will be refunded.
- The total balance is due at least one (1) week prior to the scheduled event.
- If event runs over scheduled time, additional charges per hourly rate will be applied.
- See *Rules for Use Agreement* for more payment information.
- All checks payable to: **City of Rocky Mount**

TOTAL (see page 5 or 6): \$ _____

25% non-refundable deposit amount: \$ _____ **Deposit due date:** _____

Balance Due: \$ _____ **Balance due date:** _____

Signature of Renter _____ **Date:** _____

Imperial Centre Facility Approval by: _____ **Date:** _____



RULES FOR USE AGREEMENT

Each page of the Rules for Use Agreement must be initialed and the last page signed by renter.

Eligibility

- Individuals, organizations and corporations are eligible to apply for use.
- *Facility Use Application* must be submitted and approved by the Imperial Centre staff at least three weeks prior to your event (four weeks if permission to serve alcohol is requested).
- Reservations can only be made twelve (12) months in advance of the event date. An application may be submitted on any day of the month preceding the 12th month. (*Example: an application may be presented on any day of January for an event in the following January.*)
- Application does not guarantee approval. Events will be reviewed and determined whether appropriate for the Imperial Centre facility prior to approval of application. A copy of the flyer for all advertised events shall be sent to the Imperial Centre Coordinator prior to distribution.
- Fundraising events must be approved by the Imperial Centre staff. Only non-profit organizations are allowed to have fundraisers. They may be sponsored by corporate organizations. Specific details about the fundraiser event must be included on application or will not be approved.
- Ticketed (for profit) events not allowed by any organization.
- Only non-profit organizations are eligible for non-profit rates.

Payment/Fees

- Credit cards, personal or corporate checks and money orders are accepted for payment. (All checks should be made out to: City of Rocky Mount)
- A 25% non-refundable deposit of the total balance of fees is required within five (5) working days of booking your event to confirm your reservation. (If your event is not approved, your deposit will be refunded.)
- Balance of fees is due at least (1) one week prior to the scheduled event.
- Non-profits must provide documentation of 501 status with application and payment must be by corporate check of the non-profit organization. (Non-profits may be sponsored by a company.)
- Security must be provided at the renter's expense if deemed necessary by the Rocky Mount Parks & Recreation Department.
- If event runs over scheduled time, additional charges per hourly rate will be applied, and renter will receive invoice.
- The renter is responsible for replacement or repair of broken or damaged facility property. The renter will receive invoice within 14 days after event if this occurs.
- Theatre rentals will require an event steward to operate theatrical equipment, provided by the Imperial Centre at a charge to the renter of \$15.00 per hour (included in rental hourly rate). More than one steward may be necessary depending upon the complexity of sound and lighting requirements.
- Cancellation fees will apply based on the amount of notice given.
 - If notice is given (4) four weeks or more in advance of event, 75% of total fee is refundable.
 - If notice is given at least (2) two weeks in advance of event, 50% of total fee is refundable.
 - If notice is given less than (2) two weeks in advance of event, no refund.

Equipment Provided

- The Imperial Centre has a limited number of tables, chairs and other equipment for rental. If there is not enough of what you need, it is the responsibility of the renter to rent more from another source at the renter's expense. See *Equipment Rental* sheet for equipment rental and inventory.
- The Imperial Centre has an ice machine that may be used by the caterer. Please consult with staff on ice machine capacity.
- All other equipment needs must be rented from another source at the renter's expense. Renter is responsible for contacting and contracting all rental needs.

Food/Beverage

- It is the renter's responsibility to hire a caterer. Caterer and caterer's needs must be submitted no later than (2) two weeks before event date. See *Contract Services Information*.

Renter's
Initial

Photography – Events and activities taking place at the Imperial Centre may be photographed for use in print, video and on-line marketing of the facility and the Parks & Recreation Department.

Distribution of Alcohol

- If the renter wishes to serve alcoholic beverages, permission must be obtained from the Rocky Mount City Council. A written request must be submitted to the Rocky Mount Parks and Recreation Administrative Office at least four weeks in advance of the event. See *Procedure for Obtaining Permission to Serve Alcohol* form for additional information on obtaining permission for alcohol use.
- It is the renter's responsibility to contact the ABC Board to determine the applicable permit required for their event. A copy of any permit issued must be provided to the Imperial Centre Facility Rental Coordinator at least two weeks prior to the event.
- It will be the renter's responsibility to hire bartenders.
- No alcoholic beverages are allowed outside of the event room(s) including outside of the building.
- The renter assumes all liability in regard to alcoholic beverages served and consumed during their event.
- Alcohol service can not last more than four (4) hours and must cease one half hour prior to the time guests are expected to leave. No exceptions will be made.
- In order to maintain safety, the Imperial Centre staff reserves the right to request guests that are perceived to be overly intoxicated to leave the premises.

Hours of Rental

- All special events with 76 people or more have a minimum of five (5) hours: two (2) hours estimated for set-up, two (2) hours for the event, and one (1) hour minimum for clean-up. All special events with 75 or less people have a minimum of two (2) hours: thirty (30) minutes estimated for set-up, one (1) hour for the event, and thirty (30) minutes minimum for clean-up. More time can be added to any part of the event in increments of thirty (30) minutes.

Set Up

- It is the renter's responsibility to make sure that adequate set-up time is being allowed to ensure that all groups involved in set up have sufficient time to complete their tasks before the arrival of guests. Imperial Centre staff should be consulted on estimated set-up times. Set up time must be specified on the *Facility Use Application* and access to the rental space will not be permitted prior to the set-up start time designated by the renter.
- All rentals, florals, decorations, music, and contracted services must be submitted with the *Contract Services Information* form no later than (2) two weeks before the event date including equipment delivery and pick up times. Any additions or changes after submitting must be submitted and approved by the Imperial Centre staff. The delivery address for the Imperial Centre is 270 Gay Street, Rocky Mount, NC 27804.
 - Deliveries should be scheduled the day of the event Monday through Saturday between the hours of 9 a.m. – 11 a.m. or 2 p.m. – 4 p.m. No deliveries on Sunday. They should be delivered on Saturday. Special request for other delivery times upon written approval.
 - Pick ups should be scheduled no later than the following day of the event by 10 a.m. except for Sundays. No pick ups on Sundays. They must be picked up Saturday night after event or Monday morning by 10 a.m.. Special request for other pick up times upon written approval.
- Caterer can have access to the facility (3) three hours prior to start of event unless other arrangements have been approved in writing by the Imperial Centre staff. Access to facility means use of staging areas to prepare for the event. Caterer can only set up in the event area during the designated set up time on the application. It is the renter's responsibility to make sure that the caterer has sufficient time to complete tasks before the arrival of guests.
- The Imperial Centre reserves the right to change set up of any event to provide adequate safety and protection to its facility and guests.
- Decorations will be limited to free standing or table top items only. They may not be adhered in any fashion to the facility walls, windows and/or ceilings.
- Balloons utilized in decorating must be restrained.
- Cut flowers provided by a florist may be used.
- Any electrical needs must be indicated on the *Facility Use Application*.
- Imperial Centre staff will set up and strike any of the facility's tables and chairs.
- Imperial Centre staff is not obligated to help with set up or clean up and can not be hired to perform these duties.

Clean Up

- The renter must leave the facility clean and in as good of condition as prior to the rental. Floors should be swept or dust mopped, any spilled liquids mopped up and trash taken to the dumpster. (The Imperial Centre will provide renter with broom, dustpan and mop.)
- Any items furnished by the renter should be removed from the rental area within the designated clean up time. All rental or catering company equipment must be picked up no later than 10:00am the following morning after the event. All rental equipment must be stacked neatly in a designated storage area awaiting pick up.

Conditions

- Any changes that are made to the special event by renter after the contract has been submitted must be approved by the Imperial Centre staff.
- The Imperial Centre will not produce, publish or distribute printed information or signage associated with the renters' event. Any advertisement for the event which uses the Imperial Centre name must first be reviewed and approved by the Imperial Centre.
- Smoking is prohibited anywhere inside of the Imperial Centre.
- Outdoor amplified sound must be approved by the Rocky Mount Parks & Recreation Department and the Rocky Mount Police Department.
- Common areas will be open to the public during regular operating hours, special events, and during other rentals. Renters should anticipate that the public will have access to restrooms, hallways, lobbies, and common areas. All noise in these areas should be held to a minimum.
- No objects shall be placed or hung on wall, glass or fabric surfaces.
- Parking in grass or courtyard areas is prohibited and illegally parked cars are subject to being towed.
- Children must be supervised at all times.
- The Imperial Centre is not responsible for any items or property belonging to guests that are lost, stolen, damaged, or destroyed while on the Centre's premises.

The Imperial Centre provides the following:

- The special events or rental coordinator are available by appointment for a tour of the facility and a pre-event walk-through.
- The rental coordinator or a designee will be available for the duration of your event (including set up and clean up).
- Free parking is available.

The Imperial Centre rental contract includes the following:

- Facility Use Application
- Equipment Rental
- Contract Service Information
- Special Event Rental Rates
- Rental Fees - Worksheet
- Submission of Rental Contract/Payment
- Rules for Use Agreement
- Acknowledgement
- Release and Indemnity
- Procedure for Obtaining Permission to Serve Alcohol

Acknowledgement

I have read the *Rules for Use Agreement* and the *Procedure for Obtaining Permission to Serve Alcohol* for the Imperial Centre. I understand my responsibility, and I agree to abide by the terms. If any changes are made to the event after this contract has been submitted and approved, the changes must be submitted and approved by the Imperial Centre staff prior to the event. Failure to do this may jeopardize future use of the facility. This agreement serves as your invoice. Unless other charges are incurred, no invoice will be sent.

Signature of Renter: _____ **Date:** _____

Imperial Centre Facility Approval by: _____ **Date:** _____

**STATE OF NORTH CAROLINA
COUNTY OF NASH**

RELEASE AND INDEMNITY

THIS RELEASE AND INDEMNITY AGREEMENT made and given this ____ day of _____, _____ by _____ (whether one or more, the “Indemnitor”) to the City of Rocky Mount, North Carolina, its elected officials, agents, and employees (collectively the “City”);

WITNESSETH:

WHEREAS, the City owns or has an interest in a certain lot or parcel of real estate identified as the Imperial Centre, located at 270 Gay Street, Rocky Mount, North Carolina (the “Property”); and

WHEREAS, Indemnitor has requested permission to use such property for the following purpose or purposes: _____

_____ (whether one or more, the “Activity”); and

WHEREAS, in order to induce the City to permit Indemnitor to use the Property for the Activity specified, the Indemnitor has agreed to release, indemnify, and hold harmless the City to the extent herein below provided.

NOW, THEREFORE, in consideration of being granted the right to use the Property, the Indemnitor hereby agrees to:

- (i) RELEASE, ACQUIT, AND FOREVER DISCHARGE the City from any and all claims, losses, damages, or liability (present or future), on account of injury to persons or property, including injury resulting in death, arising out of or any way connected with the use of the Property for the Activity specified above, or for any other activity or activities at the Property by the undersigned Indemnitor during the term of this Release and Indemnity Agreement; and
- (ii) INDEMNIFY, DEFEND, AND HOLD HARMLESS the City from and against any and all claims, losses, damages, or liability (present or future), and all costs, charges, and fees (including court costs and reasonable attorney’s fees) related thereto, arising out of, or in any way connected with the use of the Property by the undersigned Indemnitor, or anyone using the Property under the auspices of the undersigned Indemnitor, or with the implied or express consent or the undersigned.

It is understood and agreed that the City makes no representation or warranty, express or implied, that the Property is suitable, safe, or appropriate for the Activity and that the undersigned Indemnitor assumes the risk of any loss, damage, or liability resulting from the use of the Property. The undersigned will not use or authorize anyone to use the Property for any activity except the Activity specified above except with the consent of the City or its duly authorized representative.

It is further understood and agreed that if any term or provision of this Release and Indemnity Agreement, or the application thereof to any person, firm, corporation, or circumstance shall, to any extent, be deemed invalid or unenforceable, the remainder of this Release and Indemnity, or the application of such term or provision to persons, firms, corporations, or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Release and Indemnity Agreement shall be valid and enforceable to the fullest extent permitted by law.

The undersigned has carefully read this Release and Indemnity Agreement and executes it voluntarily in his or her duly authorized, official capacity on behalf of the Indemnitor.

This the ____ day of _____, 20__.

Signature of Indemnitor