

SCOTLAND PLACE

Application for Use of Facilities

(Please fill out and return to PO Box 1668, Laurinburg, NC 28353)
910-277-2585

Person or Organization Using Facility _____

Address: _____ City _____ Zip _____

Phone: Day _____ Night _____

Event Date Requested _____ Time Arrival _____ Departure _____

Set Up & Decorate Date _____ Time In _____ Out _____

Number of People Expected _____
(Number is not to exceed 150 per fire code)

Purpose for Requesting Facility: _____

Type of Group: Nonprofit ___ Political ___ Religious ___ Private ___

Will admission be charged? Yes ___ No ___ If yes, what will it be used for? _____

Request Alcoholic Beverages to be Served? Yes _____ No _____
(With Special Approval Only)

Rules:

- Must be 21 years of age or older to reserve facility.
- **Time requested includes all time needed to set up and clean up.** The building will open & close at time specified above. Building closes at midnight. **No early entry permitted.**
- **\$100 deposit is required when application is submitted to hold reservation. This is separate from the fee and will be refunded after event is over if building is left clean and no damage occurs. This includes all decorations being removed from facility and entrance.**
- Fee: \$200 for 3 hours. Each additional hour is \$35.
- **Fee is due 5 days before event or event will be cancelled and deposit refunded.**
- If alcohol is served, a security guard must be present. Fee for guard is \$25 per hour. No alcohol permitted if not stated on contract.
- Three overhead lights must remain on at all times.
- The kitchen is included in rental at no extra charge. There is a microwave, refrigerator, and ice maker. The stove is for warming only. No cooking is allowed inside the building. No kitchen supplies are included in rental such as utensils, dish

cloths, etc. Please remove all items that are brought into the building by the caterer or renter. Anything left in building will be discarded.

- A \$50 cancellation fee is in effect if cancelled within one month of event date.
- A \$25 Service Charge for returned checks.

Set Up: Room will be set up for the number of expected guests. Please specify if special set up is needed, otherwise building supervisor will set up best way.

Tables & chairs for all guests _____ Food tables _____

Chairs only _____ Chairs & tables for some guests _____

By the execution of this application for use of Scotland Place, we, the undersigned whether one or more, agree to abide by all rules pertaining to the use of Scotland Place and agree to hold the Scotland County Parks and Recreation Department, Scotland County, and Scotland County Stadium-Civic Center, Inc., their officers, agents, and employees, harmless from any and all claims, liabilities, injuries, of other obligations which may arise, either directly or indirectly, as a result of our use of Scotland Place, and further, if alcoholic beverages are to be served, we agree to abide by all the laws of the State of North Carolina pertaining to the serving of said beverages. Finally, we agree to leave the Scotland Place in the same condition in which it was rented to us, and we agree to be responsible for any damages to said facility. We understand the building supervisor of Scotland Place has the authority to ask us to leave immediately if any terms of this agreement are violated.

Signature _____ Date _____

Basic Charge	_____		
Extra Hours	_____	(_____ @ \$ <u>35.00</u>)	
Security Guard	_____	(_____ @ \$ <u>25.00</u>)	
Deposit Due	_____		
Total Due	_____		
Amount Paid	_____	Cash _____	Check _____
Balance Due	_____	Cash _____	Check _____

Parks and Recreation Employee Date _____

Deposit refunded: Check # _____ Date _____