

Scotland Place

Application For Use of Facilities

(Please fill out & return with deposit to - PO Box 1668*Laurinburg, NC 28352)

910-277-2585

Renter Info:

Person or Organization Using Facility: _____

Address: _____

Cell #: _____

City: _____

State: _____

Zip: _____

Home #: _____

Email: _____

Event Info:

Purpose for Requesting Facility: _____

Date Requested: _____

Event Time

Arrival : _____

Total

Number of _____

hours

Departure: _____

Set Up & Decorate Time

Arrival : _____

Total

Number of _____

hours

Departure: _____

Number of People

Expected: _____

Number is not to exceed 150 per
fire code

Type of Group:

Non Profit

Religious

Political

Private

Request Alcoholic Beverages to be
served?

Yes No

(With Special Approval Only)

Will admissions be charged?

Yes No

If yes, what will it be used for?

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 working 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 5 working days of event date.
- A \$30 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 guest _____

Food tables _____

Tables & chairs for some guest _____

Chairs Only _____

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

Office Use Only

Total hours Requested:	_____
Basic Charge: (For the first 3 hours)	\$200.00
Additional Hours (\$35.00 @ _____ hour(s))	\$_____
Security Guard Hours (\$25.00 @ _____ hour(s))	\$_____
Deposit Due	\$100.00
Total Amount Due For Event	\$_____

Amount Paid \$_____ Cash Check #_____

Date Balance Due \$_____ Cash Check #_____

Date Balance Paid/Employee Initial

P & R Employee _____

Date _____

Deposit Refunded Amount \$_____ Check #_____ Date_____

Signature _____

Entered In Calendar Book