



**TOWN OF KERSHAW
MARION O. BOAN COMMUNITY CENTER
RECREATION DEPARTMENT RENTAL AGREEMENT**

All rentals will be on a first come, first serve basis. All facility rentals will require a \$25 refundable reservation deposit. This reservation deposit will be charged in addition to the scheduled event rental fees. The deposit **will not** be refunded for the following reasons: 1) if the cancellation is made with less than 2-weeks left to the scheduled event; 2) the lessee **does not** leave the facility in the same or similar condition.

- Lessee shall be responsible for any damage caused to the facilities beyond ordinary wear and tear.
- Refund will be issued, if applicable, from Town Hall approximately 7-10 business days after scheduled event.
- Balances due on rentals must be paid-in-full 2-weeks prior to the scheduled event.
- All rentals that are made less than 2-weeks prior to the scheduled event **shall be paid-in-full** at the time the facility is reserved.
- **Fire Marshall Code restricts the number of occupants to 50 occupants for the Carolina Room and Palmetto Room.**
- If a key is required for lessee, it will be provided, upon request, for a \$5 deposit fee (for rooms being reserved before 11 a.m. and for Picnic Pavilion rentals). Key deposits will be refunded upon key return.

NO OUTSIDE FOOD OR DRINKS ALLOWED inside the Bowling Alley or Common Area (cake and ice cream are excluded). Food and drink exceptions are made, if lessee is renting the Carolina Room or Palmetto Room, but no food or drinks may leave either of these rooms.

PARKING FOR COMMUNITY CENTER RENTALS IS IN THE PARKING LOT BEHIND THE COMMUNITY CENTER. Parking directly in front of the Marion Boan Community Center is reserved for the SpareTime Grill customers.

LESSEE AND GUESTS ARE ASKED TO ABIDE BY THE RULES AND REQUESTS MADE BY STAFF EMPLOYEES.

The lessee hereby releases jointly and severally The Town of Kershaw, its officers, employees, agents and staff members from any losses, claims, damages or lawsuit arising from the use of facilities by the lessee or guests.

Name of Lessee/Contact _____

Address _____ Phone Number _____

Date of Use _____ Time _____

Carolina Room _____	Palmetto Room _____	Refundable Reservation Deposit	\$ 25.00
Bowling Alley _____	Common Area _____		
Picnic Pavilion _____	Gazebo _____	Total Cost	_____
Swimming Pool _____	Amphitheatre _____	Payment	_____
Welsh's Playground Picnic Shelter A _____ B _____ C _____		Balance Due	_____

Signature of Lessee

Date

Thank you for your patronage!
Town of Kershaw

Staff Employee

Date

Marion O. Boan Community Center, P.O. Box 145, Kershaw, SC 29067 (803) 475-2142