



CONTRACT TO RENT

TOWN OF McBEE SCOUT HUT
437 W. Oak Ave., McBee, SC 29101
843-335-8474

**DO NOT PARK ACROSS THE ROAD
FROM THE SCOUT HUT**

PLEASE PRINT ALL INFORMATION

NAME OF PERSON / ORGANIZATION RESERVING THE SCOUT HUT:

PERSON RESPONSIBLE: _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE _____ PHONE NO. _____

NATURE OR TYPE OF INTENDED USE: _____

ESTIMATED NUMBER IN ATTENDANCE: _____

DATE REQUESTED: _____ ARRIVAL TIME: _____

FEE SCHEDULE

NUMBER OF DAYS: _____	\$75 PER DAY	=	\$ _____
SECURITY DEPOSIT FOR BOOKING DATE			\$ 50.00
BALANCE DUE			\$ _____

In addition to the application, renters are also required to complete a "Facility Use" policy and adhere to the designated requirements. Please call the McBee Town Hall at 843-335-8474, with any questions.

SIGNATURE OF RESPONSIBLE PERSON

DATE

OFFICE USE

DEPOSIT PAID: DATE: _____ CASH: _____ CHECK NO. _____

RENTAL FEE PAID: DATE: _____ CASH: _____ CHECK NO.: _____ AMOUNT: _____

PAID BY: _____

KEY ISSUED TO: _____

DEPOSIT REFUND

PASSED INSPECTION: _____ YES _____ NO KEY RETURNED: _____ YES _____ NO

AMOUNT REFUNDED: \$ _____ DATE REFUNDED: _____ CHECK NO.: _____

TOWN OF McBEE SCOUT HUT FACILITY USE POLICY
AND WAIVER

After your function is held, a Town of McBee employee will use the following as a checklist to determine the amount of the **Security Deposit** to be refunded. If for any reason prior to the use, you as the renter notice any damage, please contact the Town of McBee. If the damage is not reported, the renter will be held liable for the cost of repair.

Portion of the deposit will be forfeited for failure to comply to the following facility use:

1. Garbage must be taken out to the roll-cart located outside of building, including bathroom garbage.
2. Floors must be broom swept and spills mopped up.
3. Parking lot and area surrounding the building must be cleaned of all debris from party/function.
4. Nothing will be attached to the walls at all (no tape, staples, push pins, etc.)
5. No open flames, along with rice, birdseed, glitter, silly-string, and confetti are allowed.
6. Kitchen left in clean and proper order: Refrigerator and oven wiped clean and all food/drinks removed.
7. Bathrooms left clean and in working order and garbage emptied. Toilets flushed and clean, sinks wiped clean.
8. Tables and chairs wiped clean and left in an orderly fashion.
9. **ABSOLUTELY NO SMOKING ALLOWED INSIDE THE SCOUT HUT.** Facility is subject to spot inspection by McBee Police Department.
10. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.**
11. All windows, screens, doors, and all other Scout Hut property are to be unharmed.
12. The Scout Hut has been properly locked and all the lights and heating / air are turned off (check bathrooms).
13. Return key to McBee Town Hall – after hours put the key in the drop-box located at the front door of the Town Hall.

FAILURE TO COMPLY with this checklist and all other rules and regulations of renting the Town of McBee Scout Hut will result in the loss of the rights to use the Scout Hut in the future and possible billing for additional damage and/or cleaning incurred. These rules apply to everyone using the Scout Hut.

I understand that I am to pick up the keys of the McBee Scout Hut and return them to the McBee Town Hall and that I am to leave the building in a clean and orderly condition. I will report any accidental breakage or damage to the McBee Town Clerk or to the McBee Police Department and agree to be responsible for the cost of repair or replacement.

Responsible Person hereby waives all claims against the Town of McBee and the McBee Presbyterian Church for any damage to any property or any injury to any person in or about the venue or from any cause whatsoever. Person Responsible shall indemnify and hold venue, its owner, the Town of McBee, and all respective officers, directors, partners, members, and employees from and against all demands, suits, judgments, settlements, claims, and any other injuries, damages, or liabilities, including reasonable attorney's fees arising out of or in any way related to the use of the venue, including claims for loss or damage to any property, or for injury or death to any individual

The undersigned hereby represents that he/she is the "Responsible Person" or authorized agent of the Responsible Person named herein and that he/she has received, has read and reviewed, and fully understands all the rules and regulations set forth in this contract; and agrees to abide by the rules and regulations and will use his/her best efforts to ensure that all individuals in attendance at the Scout Hut will comply with the rules and regulations. The undersigned also declares that the factual information furnished by him/her in this application is true, accurate and complete to the best of his/her knowledge and belief. If the applicant does not conform to any and all of the rules and regulations set forth in this contract, the undersigned agrees that the Town of McBee is entitled to cancel this contract with no refund due to the applicant. Rental fees and times are subject to change at the discretion of the Town of McBee Council without notice. The undersigned agrees to all items set forth in this contract.

PRINTED NAME OF RESPONSIBLE PERSON

SIGNATURE

DATE

TOWN OF McBEE SCOUT HUT RENTAL FACILITIES USE POLICY

The McBee Scout Hut is operated by the Town of McBee and has been developed to provide the McBee community with a clean, comfortable, and safe place to hold gatherings.

To accommodate such individuals and groups in a consistent manner the following Policies, Rules, and Regulations for renting the Scout Hut will apply to all individuals.

1. An initial **\$50 refundable** deposit is required at the time of booking the Scout Hut. Remaining balance must be paid no later than **one week** prior to function or the key will not be provided to you the day of the function and the date and deposit will be forfeited.
2. Your rental agreement ends at 12 midnight of the day of the rental. The premises are to be cleaned and the Scout Hut properly locked by midnight. All persons are to be off the premises by midnight.
3. Applicants and their guests using the Scout Hut shall conduct themselves properly at all times while on the premises of the Scout Hut and shall refrain from any activity that would annoy or offend the public. If any outbreaks of disturbance or misconduct occur, or if any law enforcement official has to be called, the Town of McBee has the right to remove any party responsible or to cancel this contract and ask everyone to leave without a refund of monies.
4. Loud music and/or loud noise will not be tolerated. This is considered an activity that would annoy the public.
5. At the termination of applicant's use, the designated area shall be surrendered in the same condition of cleanliness and repair as it was upon commencement of the use, broom-clean, with all trash and other material removed to designated containers. If the Town incurs any expense to cleanup or repair any condition resulting from applicant's use, the applicant shall be liable for any and all reimbursement to the Town of McBee in excess of the security deposit.
6. The Scout Hut has a kitchen for your use, but does not have any utensils.
7. All cleaning supplies, garbage bags, etc. **MUST** be supplied by renter.
8. The McBee Scout Hut will only be rented for private parties, fundraisers, and group meetings. The Scout Hut will not be rented to organizations that charge admission to the general public as means of making a company profit.
9. **Cancellations:** If the applicant cancels reservation 5 or more days prior to the date reserved, a 20% handling fee will be withheld from the deposit refund. If a facility reservation is cancelled less than 5 days prior to the date reserved, the deposit will be forfeited. If a facility reservation is cancelled less than 48 hours in advance, the full rental fee will be forfeited. Refunds will NOT be issued to applicants who do not use their reservation and fail to cancel as stipulated above. If, due to unforeseen circumstances, a cancellation is initiated by the Town of McBee, the reservation holder will be given a 100% refund for that specific date or the Town of McBee will provide a credit toward a mutually agreed upon future reservation.

Scout Hut Inspection Check List Inspection by Town of McBee Maintenance

NAME OF PERSON / ORGANIZATION RESERVING THE SCOUT HUT:

PERSON RESPONSIBLE: _____

NATURE OR TYPE OF INTENDED USE: _____

DATE REQUESTED: _____

DATE INSPECTED: _____

Area Inspected	Area OK	Area Not OK	Comments
Refrigerator and oven empty and wiped cleaned. All food and beverages removed.			
Floors dry mopped and if needed, wet mopped			
Walls and kitchen cabinets wiped cleaned			
Tables, chairs, sinks and countertops wiped clean			
All garbage (including restrooms) taken to roll-cart. Roll-cart lid closed.			
Lights turned off			
Restroom toilets flushed and clean			
Restroom sinks wiped clean			
Front door locked			
Grounds cleaned of any trash and debris from guests.			
Walls: No decorations on walls or ceilings			