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## **Darlington Community Center Rental Information**

Thank you for considering the rental of the Darlington Community Center for your event. The following information will help make things go smoothly. Any questions may be addressed to Michelle Cash Darlington Town Clerk, at 765-376-8545. Town Hall Phone – 765-794-4496- darct@sbcglobal.net

A damage **deposit** is required of all renters. The damage deposit for the use of the building including gymnasium, restroom, and kitchen is \$500.00 for a wedding or any event that has over 100 people, \$250.00 for 6- 10 hours \$150.00 for 4-6 and \$150.00 for 1-4 hours. The damage deposit for the rental of the conference room near the southeast corner of the gym, restrooms, and warming kitchen is \$75.00. The damage deposit will be refunded if everything is left in proper order, clean, and with all trash bagged and removed from the premises and disposed of by the renter. The damage deposit must be paid by check or cash at the time the date is secured and the waiver is signed. The rental fee must be paid in full at least 2 weeks before the rental date to confirm the reservation. You will forfeit your deposit if cancellation is not within 30 days of the posted rental date. When the requirements are met, the rental space will be reserved.

All individuals renting any part of the Darlington Community Center must provide the Town of Darlington with either a certificate of liability insurance from their homeowners, renters, or business policy OR must purchase a onetime coverage policy form and insurance agent and provide proof of insurance.

Rental fees:

**Gym – Event such as wedding, receptions:**

**\$500.00 deposit, \$500.00 rent a day, \$100.00 cleaning, \$40.00/hour security**

**Gym – 6-10 hours: \$250.00 deposit, \$250.00 rent, \$75.00 cleaning**

**Gym – 4-6 hours: \$175.00 deposit, \$175.00 rent, \$50.00 cleaning**

**Gym – 1-4 hours: \$150.00 deposit, \$150.00 rent, \$25.00 cleaning**

**Social/conference room: \$100.00 + \$75.00 deposit - 1-5 hours, \$25.00 cleaning**

**Deposit is due immediately to secure your spot. You must give a 30-day notice if you are cancelling in order to receive your deposit back.**

Use of the kitchen is included in the rental fee.

There are a variety of tables and 229 folding chairs that may be used. Renter is responsible for any damage or removal of property.

All bands and other music must END at 11 p.m. (There are neighbors to consider.)

All rentals must conclude by 12:00 a.m. (midnight).

Rental party is responsible for all their own set up and cleanup. If setup time previous to the rental day is desired and the rental space is available the rental party will be allowed to set up early, but prior arrangements must be made with a minimum of one week's notice.

Alcohol must be placed and served from the kitchen. If beer and wine are served the hosts or guests may serve. If hard liquor is served, a licensed bartender is required to serve. A copy of the bartender's current license is required at the time the rental contract is signed. If beer, wine, and/or hard liquor are sold, such as at a cash bar, a temporary permit is required and a copy provided at the time of signing the rental contract. Absolutely no ice containing tanks or anything else that might leak water allowed near the gym floor.

If the use of Alcohol will be at the event, you will have to reach out to the Darlington Town Marshall, (765) 794-0340 and hire security through him at \$40.00 an hour the day of the event.

No smoking is allowed in any part of the Community Center and must be eight feet away from any entrance. Any sign of smoking in the building that is detected (including cigarette butts in a restroom) will result in the forfeit of any deposit.

All rules must be followed to receive the damage deposit back. The deposit will not be prorated...it will be refunded in full or kept in full.

Not responsible for injuries or lost/stolen property.

Access to rooms other than the rented space and approved restrooms is denied.

Please have guests use the entry mats especially if there is inclement weather.

The renter is responsible for all set up, teardown, and cleanup. All equipment, supplies, and/or decorations including rented plants, kegs, barrels, etc. must be removed immediately after the event ends. ALL RENTERS MUST TAKE ALL TRASH WITH THEM FOR DISPOSAL.

Renters will be given a key and that key will be turned into the overnight box or in person the next working day of the Town Hall.

Thank you for observing our rules and helping us take care of the Community Center for everyone's use and enjoyment. We hope your event is a grand success!

Occupancy: 350

No Smoking Venue

**Town of Darlington, Indiana**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ (Tenant)

Attest:

\_\_\_\_\_  
Michelle Cash, Clerk-Treasurer

Date \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_

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