



# *Town Grove*



Person or Organization Making Application: \_\_\_\_\_

P.O. Box \_\_\_\_\_ Date Requested \_\_\_\_\_

Time event takes Place: From: \_\_\_\_\_ To: \_\_\_\_\_

Types of alcohol beverages to be served? Hard liquor, Beer, Wine (circle one)

Type of activity: \_\_\_\_\_

Number of Keys: \_\_\_\_\_ Phone # \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Check# \_\_\_\_\_ Cash: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Check# \_\_\_\_\_ Cash: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV # \_\_\_\_\_

Cleaning Crew: YES / NO (circle one) Form Sequence# \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grove Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RATES FOR THE USE OF THE TOWN GROVE SENIOR COMMUNITY BUILDING

Deposit Fee: Based on the number of people

1-100 people = \$300

101-175 people = \$375

Over 176 = \$400

Non-Profit Organization Fee: \$150

(Deposit check is a separate check from the rental check)

---

Deposit fee will be returned fully, if building and grounds are in the condition that they were prior to the event. Deposit will be forfeited after the event, if the rules are not followed or damages occur. If any damage exceeds your deposit, you will be responsible for all additional costs. This will be determined by the Grove Manager after inspection of the condition of buildings and grounds.

---

Hourly rate: \$100 for the first two hours, \$50.00 per hour for any additional hours

Weddings: \$1,000 per event; building is available from Friday at 12:00pm until 4:00pm on Sunday

Cleaning Service – REQUIRED for ANY event over 50 people

**Fee for cleaning service is \$250.00\***

\*This does NOT include food related clean up; You or your caterers must remove and dispose of all remaining food from the building

Rental Equipment (Chairs, Tables, Linens, etc.): The pick-up of rental equipment should be in a timely fashion after your event

Lost Key: There will be a fee of \$50.00 for all lost keys

ALL CHECKS PAYABLE TO THE: **TOWN OF SALISBURY**

## RULES FOR THE USE OF THE TOWN GROVE SENIOR COMMUNITY BUILDING

- This is a NON-SMOKING facility (both Buildings & Grounds) – We also prohibit smoke machines in the facility.
- Nothing on walls (NO tacks, nails, tape or adhesives of any kind).
- No confetti or glitter can be used inside or outside.
- Building capacity (per the Fire Marshal): 124 people with tables and chairs, 265 people without tables and chairs.
- Stack all tables and chairs neatly on racks after use.
- Sweep and mop floors & clean kitchen (stove, sinks, counters). All cleaning supplies in storage room.
- Place garbage in dumpster (located in Main parking lot). Please recycle all cans, bottles etc.
- Lock all doors and windows.
- Turn off lights (interior and exterior).
- Use of fireplace requires you to provide all wood - Open both dampers before starting fire.
- Every required exit, exit access or exit discharge shall continuously be maintained free of all obstructions or impediments for full instant use in the case of an emergency.
- NOTE: Every attempt should be made to arrange furniture so it is NOT BLOCKING EXITS.
- If Alcohol is going to be served, an insurance policy with limits of one million dollars must be obtained through your homeowner's policy, or an individual event policy must be on file at the Town Grove prior to your function.
- No long-distance telephone calls (dial "9" to get an outside line).
- Public WiFi (password livelysocks257)
- THE GRILL, DISHWASHER AND COFFEE POT ARE NOT INCLUDED IN BUILDING RENTAL (SENIOR PROGRAM ONLY)
- Lost Keys is a \$50.00 charge
- Please follow all rules to avoid additional costs to rental fee

---

Deposit fee will be returned fully, if building and grounds are in the condition that they were prior to the event. Deposit will be forfeited after the event, if the rules are not followed or damages occur. If any damage exceeds your deposit, you will be responsible for all additional costs. This will be determined by the Grove Manager after inspection of the condition of buildings and grounds.

---

I, \_\_\_\_\_, fully understand that when renting the Town Grove Senior Center building, that I am responsible for making sure that all the rules regarding the buildings and grounds are followed and that I am held financially responsible if any damages occur during my rental.

---

Signature

---

Date

---

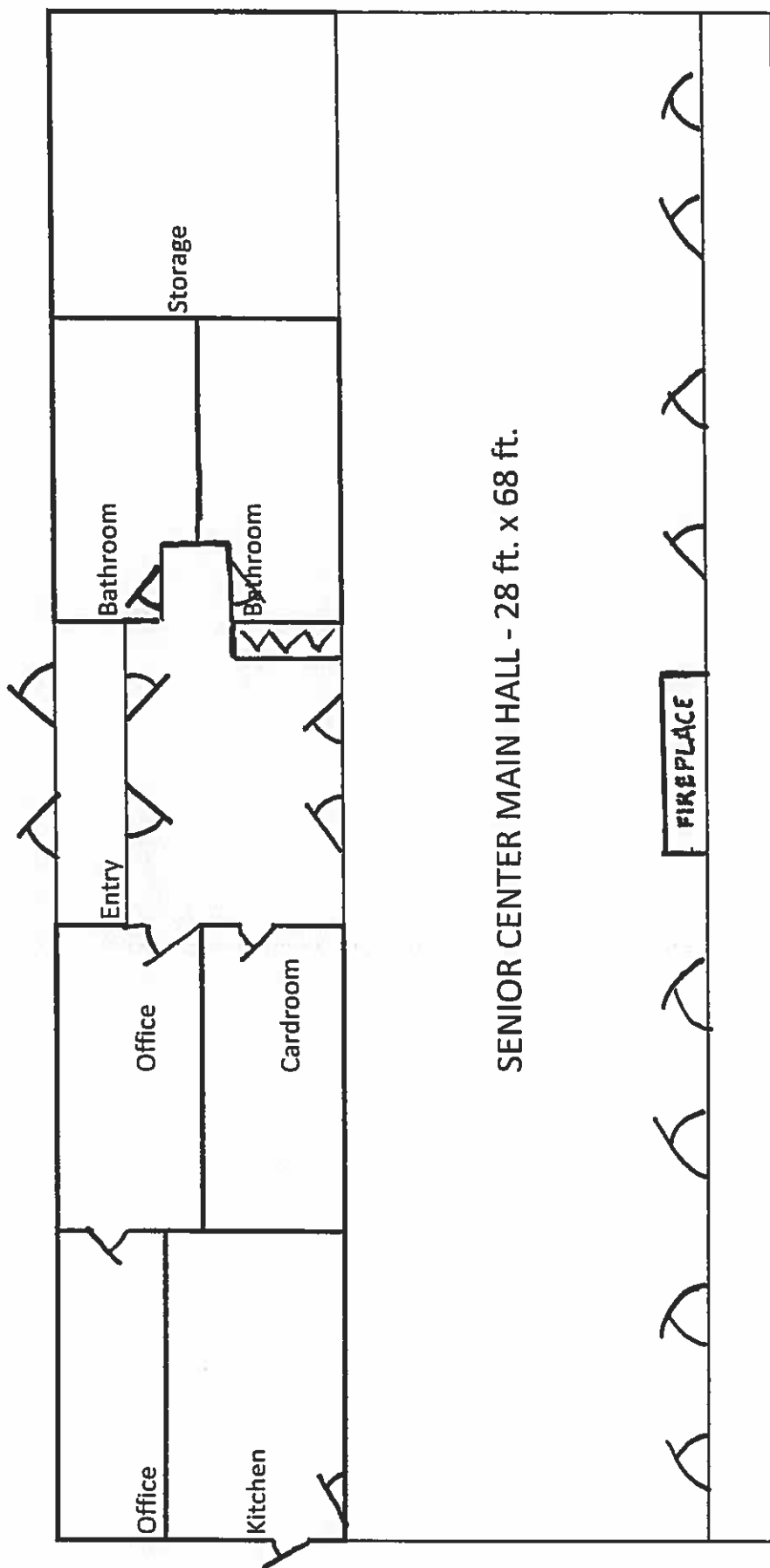
Town Grove Manager

---

Date

TOWN GROVE SENIOR COMMUNITY BUILDING RENTER SUPPLIES

1. **TABLES**  
12 – 8ft long (96 Inches) tables  
1 – 4ft long table  
2 – 3ft long tables
2. **CHAIRS** – 65 Padded Folding Chairs (inside only)
3. **STOVE** – 6 burner gas stove, oven holds commercial sized pans
4. **REFRIDGERATOR/FREEZER** – No Ice Machine
5. **FIREPLACE** – You must provide firewood



Lakeside