Archer LODGE
GROW. PLAY. SERVE.
COMMUNITY CENTER

14009 BUFFALO RD • ARCHER LODGE, NC 27527

RENTAL CONTRACT

Name of Renter: _____

Company Name: _____

Phone Number: _____

Email Address: _____

Purpose of Rental: _____

Date of Rental: _____

Time of Rental: _____
(Must include set-up and clean-up)

Rental Fee: _____
(Check payable to Archer Lodge Community Center)

Deposit: $400.00
(Separate check refundable after rental)

Rental Fee and Deposit are due 30 days in advance of an event.

RULES (Please Read Carefully)

- Rental includes meeting room, bathrooms and kitchen.
- Rental Does NOT include the gas commercial equipment (grill, deep fryer, or double boiler pot).
- Other events could be going on in the park during your event, such as ball games. Parking might be limited during prime sporting seasons.
- Any damaged, unclean, or non-functioning equipment or spaces must be reported to the Building Facilitator before she leaves, or immediately by phone.
- No tape, tacks, nails, staples or any substance is to be used to secure any item(s) on the walls, ceiling or any part of the building premises. Bulletin boards on walls can be used.
- No food or beverage is to be left in the refrigerator by the renter. Stoves, refrigerator, and microwave are available. Trash bags and cleaning products are provided. Kitchen must be left clean. All trash must be emptied. Extra tables and chairs are located in bay area. After sweeping and mopping, the tables and chairs are to be returned per diagram at building.
- You must check off all items on the cleaning checklist or you will be charged a $175 cleaning fee. The fee will be deducted from your deposit.

- No illegal activities are allowed on the premises. No activities should be loud enough to disrupt the neighborhood or cause any damage to the building or surrounding grounds in any manner. Proper and respectful language should be used while on the premises.
- Pets are not allowed inside building, unless approved by ALCC with exceptions for the visually impaired.
- NO FIREARMS, CONCEALED WEAPONS OF ANY SORT, NO ILLEGAL SUBSTANCES OR ALCOHOL ARE ALLOWED ON THE ARCHER LODGE COMMUNITY CENTER, INC. PROPERTY. If sheriff is called out to facility and ALCC is notified, the renter and their attendees will be asked to leave the property immediately and no refund will be issued.
- This facility cannot be used by anyone for profit or personal gain.
- Absolutely no smoking inside the building.
- Violations of any of these rules will constitute a request for the parties, in contract, to leave the premises and terminate any future association with ALCC unless reviewed by its Board and approved.

TERMS AND CONDITIONS

- When the rental date is booked and confirmed, notification and this contract will be sent to the renter one month in advance of event. In addition to the rental fee, a security deposit of $400 in a separate check is also required. Rental fee and deposit must be returned as soon as possible when the contract is received.
- The security deposit will be refunded after the premises has been inspected by the Facility Coordinator and noted that no damage has been incurred and that the facility has been left cleaned.
- Notice of cancellation or change of date must be received 10 days prior to the booked date. Failure to cancel at least 10 days prior to the event date or a no show will result in forfeiture of the rental fee.
- If renter cancels their event 10 days prior to its date, all money is refunded. Considerations will be subject by the Board, in lieu of unnatural and/or weather related causes and effects for which the building would not be accessible.
- Renters and guests will hold ALCC and the Board harmless for any personal injury or property damage incurred while on the premises due to any activity of renter or guest.
- ALL RETURNED CHECKS WILL INCUR A $25.00 RETURN FEE.

Please sign, copy, and return along with the rental fee and deposit fee 30 days in advance to: (Your rental date will be secured when payment has been received)

ALCC Rentals
14009 Buffalo Road
Archer Lodge, NC 27527
(919) 550-1738
rentals@archerlodge.org

Signature of Renter: _____ Date: _____

Office Use Only

Contract Sent: _____

Contract Received: _____

Fee Received: _____

Building Inspected: _____

Deposit Returned: _____