



# TOWN OF TROUTMAN TOWN HALL COUNCIL CHAMBERS RENTAL APPLICATION

The applicant is responsible for providing complete and accurate information on the application. The applicant is also responsible for notifying Town Clerk of any changes. Incomplete applications will not be accepted. A complete application should be submitted at least **30 days** prior to the planned event to allow sufficient review time. Town staff may contact you with specific questions. All fees will be collected at the time application is submitted.

Applications for facility rentals and events are prioritized on a first come-first served basis and the Town may approve or disapprove a requested date based on availability of resources.

Applicant should contact the Town Clerk to verify date availability prior to submission of application. No more than 2 non-town sponsored events will be allowed in any given month. However, the Town Clerk reserves the right to accept or decline an application based on the availability and/or resources at his/her discretion.

## APPLICANT INFORMATION

Applicant Name & Title:	
Organization:	
Mailing Address:	
City, State, Zip	
Phone # :	Secondary Phone #:
Email:	

## EVENT INFORMATION

Name of Event:	
Description of Event:	
Date of Event:	
Event Start Time:	Event End Time:
Estimated Attendance:	
This Event is: <input type="checkbox"/> Private by Invitation Only: <input type="checkbox"/> Open to General Public:	
<b>Note:</b> Event start and end time <b>must include set up and break down time</b> . Add this time onto the front and back end of your event times.	

**TOWN HALL COUNCIL CHAMBERS**

- The Town Manager, Town Clerk, and/or the Chief of Police reserve the right to reject any application as to the use of this area for any special event. If an applicant misrepresents an event in any way, fails to comply with the rules regulating the use of facilities, or fails to comply with any applicable local, state or federal laws, the approved application may be rescinded at any point up to and during the course of the event. In this instance, the applicant would still be responsible for all fees.
- Cleaning deposit is required. If damage, spills, or alteration of property occurs, the deposit will not be returned.
- Please note any/all Town meetings (scheduled or called) supersede any facility rental.
- Return furniture and arrangement of Council Chambers to original configuration, prior to rental.
- No removal or amendment of any Town property.
- No alcohol is allowed – consumed, sold, served or otherwise on Town property unless it is a Town-sponsored event.
- Food: Clean up after your event. If damage or spills occur, deposit will not be returned.
- Applicant is responsible for cleaning, removing garbage, and restoring the site after the event.
- Applicants must comply with all applicable provisions of the North Carolina Fire Code and must insure that all fire exits remain unobstructed.
- Children must be supervised at all times.
- Tobacco use is prohibited.
- Glass Containers
- Vehicles shall be parked in marked spaces.
- Decorations must be removed at the end of the event. No nails or staples may be used to affix decorations or for any other purpose. Failure to comply may result in forfeiture of the cleaning/maintenance deposit.

**EVENT DETAILS**

**Special events may require Troutman Police Department presence. This is at the discretion of the Town Manager, and/or Chief of Police. Officer(s) must be scheduled 14 days prior to the event. The applicant is responsible for paying all fees (See fee schedule below).**

Will Signs or Banners Be Displayed as Part of the Event?  Yes  No

If Yes, These Must Be Approved and Must Comply With the Town of Troutman Sign Ordinance. Temporary Sign Permit is Required and Will Be Issued Upon Approval.

**EMERGENCY SERVICES INFORMATION** Please keep this application on hand during your event in case of an emergency.

Department	Phone Number
Troutman Fire Department	704-528-4576
Iredell County EMS	704-878-3025

**VOICE/MUSIC AMPLIFICATION**

Are There Any Musical Entertainment Features Related to This Event?  Yes  No (If no proceed to the next section.)

For more information on voice and music amplification, please refer to the Town of Troutman Code of Ordinances Chapter 10 Article 2. This can be found on the Town of Troutman website. [www.troutmannnc.gov](http://www.troutmannnc.gov)

**FOOD**

Does the Event Include Food? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes. Please Check One or Both of the Following:
<input type="checkbox"/> Catered <input type="checkbox"/> Pre-Packaged

**DECORATIONS**

• Decorations must be removed at the end of the event. No nails or staples may be used to affix decorations or for any other purpose. Failure to comply may result in forfeiture of the cleaning/maintenance deposit.

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*I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have read the rules and regulations within this application; and that our group will comply with regulations, policies and the fee schedule governing the use of the facility.*

*The undersigned applicant hereby agrees to indemnify and save harmless the Town of Troutman from and against any and all loss, costs, damages, expense and liability caused by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees or invitees. I understand that a 48 hour notice is required for changes or cancellation.*

*Upon approval of this Facility Rental Application, The person to whom this application is issued is the contact person and must be on premises during the entire event and have the approved application in his/her possession during the time of approved use and understand that any special arrangements must be made in advance. Failure to comply will mean forfeiture of my deposit and potentially use of the facility.*

\_\_\_\_\_  
Signature of Applicant:

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

**RETURN TO:**

Kim Davis, Town Clerk, Town of Troutman

**Hand Delivery:** Troutman Town Hall, 400 North Eastway Drive, Troutman, NC 28166

**Email:** [kdavis@troutmanncc.gov](mailto:kdavis@troutmanncc.gov)

**Mail:** PO Box 26, Troutman, NC 28166

**Phone:** (704) 528-7600 (work)  
(704) 402-4554 (cell)

**RENTAL FEES:** Fees are due with application.

**Note: Cancellation of any event must be in writing/email to the Town Clerk within 48 hours of the scheduled date of the event.**

<b>OFFICE USE ONLY</b>		<b>In Town</b>	<b>Non-Town</b>		<b>Fees Charged</b>
Cleaning Deposit	Council Chambers	\$ 50.00	\$ 50.00	<input type="checkbox"/>	\$
Council Chambers	Hourly Rate	\$ 25.00	\$ 40.00	<input type="checkbox"/>	\$
<b>Special Event Fees (Town Properties)</b>					
Troutman Police Off Duty	Hourly Rate Per Officer	\$ 40.00/hr.	\$ 40.00/hr.	<input type="checkbox"/>	\$
<b>TOTAL DUE</b>					<b>\$</b>