

# SENIOR ROOM RENTAL

RENTAL FEE: \$150.00 to reserve the room.

DEPOSIT: \$250.00 to be paid before picking up the key to building.

*Please note that the Senior Room is equipped with cameras.*

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## AMENITIES

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### TABLES AND CHAIRS

- 18 round 60" tables which seat 8
- 13 rectangular 8' tables which seat 8-10
- 130 chairs
- Microphone is available for your use. It requires 2 AA batteries that are not provided.
- Podium is available for use upon request. Please request at time of key pickup.

### ROOM CAPACITY:

- With tables and chairs: 210 people
- Chairs only: 405 people
- Standing room only: 568 people

Hoke County Senior Services Staff **DO NOT** set up the senior room for any functions.

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## RENTAL FEE & DEPOSIT

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### RENTAL FEE & DEPOSIT

- Fee to reserve the room: \$150
- Deposit to be paid before receiving key to building: \$250

### RENTAL DEPOSIT REFUND

We will deduct \$150.00 from your deposit if the following are not adhered to:

- Key must be returned by 9:00 AM
- No damage to property (tables, chairs, stove, etc.)

- Floor will be swept and mopped, using your own cleaning supplies
  - ✓ Mops and mop bucket are located in the back of the building
- Kitchen counters, tables, and stovetop will be cleaned if used
  - ✓ Bring your own cleaning supplies such as brooms, Pine Sol, bleach, dishwashing liquid, dish towels and cloths
- **Trash must be taken out after event. A dumpster is located behind the building.**
- Set up the round tables as you found them
- Eight (8) chairs will be placed on top of each table
- Two (2) long tables will be set up in front of the kitchen area
- All other tables and chairs will be placed in the racks.

The refund check will be mailed 2-3 weeks after the event.

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## OCCUPANCY

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**The Fire Marshal of Hoke County declares it is dangerous and unlawful not to follow the occupancy rules listed below:**

1. For tables and chairs only: **207** guests. If dancing, the guest list will have to be less than **207**.
2. For chairs only: **443** guests. Senior Services has 130 chairs on site. All others must be provided by the person renting the room.
3. For standing only: **620** guests.

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## SECURITY POLICY

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For events that have 25 people or more, the county requires that you have security personnel present. Security personnel are only required to be present during the actual hours of the event. Events with over 25 people require 2 security personnel. Please bring confirmation that this has been done. The key will not be issued unless this process has been completed.

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Signature

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Date