



PARKS & RECREATION DEPARTMENT
POST OFFICE BOX 1065 • DUNN, NORTH CAROLINA 28335
(910) 892-2976 • FAX (910) 892-7001
www.dunn-nc.org/recreation

MULTI-PURPOSE ROOM RENTAL

Thank you for your interest in leasing the Dr. P.K. Vyas, M.D. Recreation Center Multi-Purpose Room. This packet contains the Multi-Purpose Room Lease Terms and Conditions of Hire, the Multi-Purpose Room Lease Application, and the Multi-Purpose Room Lease Agreement. Please review all of the information carefully before you complete the Multi-Purpose Lease Agreement forms.

Here are a few important things to keep in mind:

- ✓ You must complete the Multi-Purpose Room Lease Application (page 5), the Multi-Purpose Room Lease Agreement (pages 6 & 7), and provide a check in the amount of \$50 for us to hold the date you would like to lease the Multi-Purpose Room. Your deposit check will be mailed back to you after your event if there is no damage to the Multi-Purpose Room.
- ✓ If your event is greater than two (2) months away, the deposit check should be postdated to a date of no more than one (1) month prior to the date of your event. The rent payment is due two (2) weeks **-ten (10) business days-** prior to the date of the event. A check **will not** be accepted if the rent payment is made within the last ten (10) business days prior to your event; payment made with the ten (10) business days prior to the event will need to be in the form of cash, cashier's check, or money order.
- ✓ You will need to make a copy for your records of pages 5, 6, & 7 (the Multi-Purpose Lease Application and the Lease Agreement Forms)

**The Dr. P.K. Vyas M.D. Recreation Center
Multi-Purpose Room
Lease Terms & Conditions of Hire**

- All applications for use of the Multi-Purpose Room must be made on the Multi-Purpose Lease Application Form (page 5). The Multi-Purpose Room Application Form, the Multi-Purpose Lease Agreement Forms (pages 6 & 7), a deposit check of \$50, and a self-addressed envelope you'd like your deposit check mailed back to after the event will need to be mailed to us at:

City of Dunn

Attn: Dr. P.K. Vyas, MD. Recreation Center Director

PO Box 1065

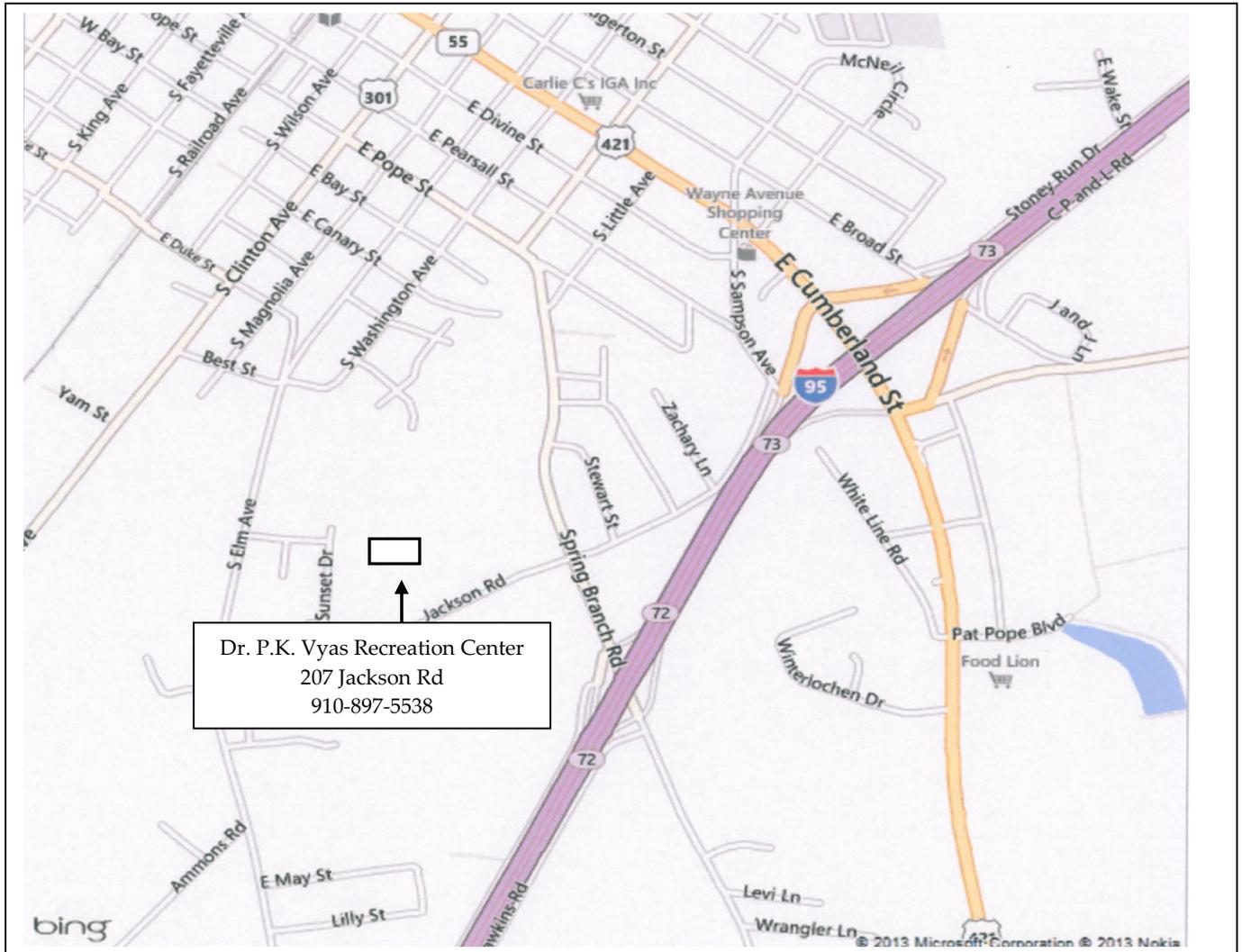
Dunn, NC, 28335

- You may return this information in person to the **Dr. P.K. Vyas M.D. Recreation Center at 207 Jackson Road**. The Booking Authority reserves the right to refuse any application without stating their reason for doing so and reserves the right to impose special conditions where the nature of the application in their opinion so demands.
- If the authority deemed to be the *lessor* accepts the application, the Organization and the Contact Person whose name appears on the Multi-Purpose Lease Agreement Form shall be deemed to be the *lessee* and shall be jointly and severally liable and responsible for all charges and payments and for compliance with these regulations and conditions. Additionally, the deposit will be kept to cover all loss or damages.
- **A deposit in the amount of \$50.00 must accompany the application and lease agreement in order to secure the rental date. If the application is accepted a rental fee of \$25.00 per hour must be received at least 2 weeks - ten (10) business days prior to the event, if not then the rent money must be paid in cash. No checks will be accepted within the ten (10) business days prior to the event. Cash, Cashier's Check, or Money Order only will be accepted within the ten (10) business days of the event.**
- **Checks must be made payable to the City of Dunn.**
- If the Lessee cancels the event, the deposit will not be refunded, unless the event is canceled in writing at least three weeks prior to the event date. The city will use the postmark date.
- Litter must not be left in or around the premises or the lessor will keep the deposit to cover the cost of clean up.
- The city shall not discriminate against users based on race, gender, color, creed, religion, national origin or political affiliation, nor shall it lease to those who do.
- The **Dr. P.K. Vyas, M.D. Recreation Center Multi-Purpose Room** shall not be used for any unlawful or offensive purposes and all users must abide by local, state and federal laws.
- **No alcoholic beverages allowed on premises.**
- **No loud music allowed.**
- **Only finger foods are allowed. No catered meals. If in doubt, please get approval from the Recreation Center Director regarding food items.**
- **No flammable decorations will be allowed. The use of tape or the driving of nails, tacks, or other metal articles into the walls or otherwise defacing the property is prohibited.**
- Any city-owned equipment or other property destroyed, stolen or abused while the Multi-Purpose Room is leased to a user shall be replaced and/or repaired by the user.

- Any privately-owned equipment shall be brought in, set up and then taken out by the user at the conclusion of the lease period and shall not be left over or stored on the premises.
- Use of the Multi-Purpose Room shall be restricted to the lessee and their invited guests. The Lessee shall not sublease or assign use of the premises.
- The Multi-Purpose Room may only be leased during the operating hours of the Dr. P.K. Vyas, MD Recreation Center. The hours of operation are Monday through Friday from 6:00 am until 8:00 pm, and Saturday from 8:00 am until 3:00 pm

**The Dr. P.K. Vyas M.D. Recreation Center Multi-Purpose room has
8-6' tables and 2-5' tables and 50 folding chairs.**

Map To The Dr. P.K. Vyas, MD Recreation Center



Directions

From I-95 North

Take Exit 72. Turn left onto Spring Branch Road. Take the first street on the left which is Jackson Road. The Dr. P.K. Vyas, MD Recreation Center will be on the right.

From I-95 South

Take Exit 72. Turn right onto Spring Branch Road. Take the first street on the left which is Jackson Road. The Dr. P.K. Vyas, MD Recreation Center will be on the right.

From Hwy 421 (coming from Erwin or Lillington)

Turn right onto Clinton Avenue (US 301). Turn left onto Pope Road. Turn right onto Jackson Road. The Dr. P.K. Vyas, MD Recreation Center will be on the right.



**Dr. P.K. Vyas, MD Recreation Center Multi-Purpose Room
Lease Application
Post Office Box 1065
Dunn, NC 28335
(910) 892-2976 Fax (910) 892-7001**

(Application For Use)

Date of Application: _____

Date of Event: _____

Name of Event _____

Contact Person _____

Address (Street and PO Box) _____

City: _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Fax _____ Email _____

Description of Function

Event Start Time _____ Event End Time _____

Seating for _____ (how many) Tables and chairs or chairs only (circle one)

Serving table _____ (check if needed)

Please return this application along with the attached lease agreement and the \$50.00 deposit check. **We recommend you retain a photocopy of all forms for your records.**

I have read the Terms and Conditions of hire and confirm that the organization on whose behalf I am applying accepts with reservation.

Signature

Organization



**DR. P.K. VYAS, MD RECREATION CENTER
MULTI-PURPOSE ROOM
LEASE AGREEMENT**

This Lease Agreement made and entered into this ____ day of _____ 20____, by and between the City of Dunn, a North Carolina municipal corporation, hereinafter referred to as the Lessor, and _____, hereinafter referred to as Lessee.

WITNESSETH

GENERAL

In consideration of the terms and conditions hereof, the Lessor has granted and Lessee has accepted a right for such Lessee to use and occupy the Multi-purpose room in the Dr. P.K. Vyas M.D. Recreation Center as provided herein.

RENTAL PERIOD

Lessee agrees that the premises described above are to be rented and used for the express limited purpose of _____

For a term commencing at _____ o'clock ____ M on the _____ day of _____ 20____

until _____ o'clock ____ M on the _____ day of _____ 20____, provided that if any activity

hereunder continues past the aforesaid time, the Lessee shall be required to pay all additional rents as determined by the Lessor.

RENT & DEPOSIT

Lessee promises to pay Lessor the rental sum of Twenty-Five Dollars (\$25.00) per hour which sum is to be paid upon Lessee's execution of this agreement or at least ten (10) days prior to the event.

Lessee shall further deposit with the Lessor the sum of Fifty Dollars (\$50.00) from which Lessor may deduct the cost of any damage, repair, or cleaning required as a result of the Lessee's failure to return the premises in the conditions required by this Agreement. The balance of the deposit shall be returned to the Lessee.

OTHER TERMS & CONDITIONS

Lessee will pay the costs, as determined by the Lessor, of repairing any damage, which may be done to the premises or any fixtures, furniture or furnishings thereof by an act of Lessee or anyone visiting the Premises. If the premises are not cleaned properly as determined by Lessor, the Lessee's deposit shall be applied to the total cost of cleaning the building as well as for the cost to repair any other damages as provided for in this Agreement. The Lessee's liability shall not be limited to the amount of cash deposit. Any necessary expenses exceeding the deposit shall be borne by the Lessee and shall be due and payable within 30 days of the receipt of any invoice from the Lessor.

The Lessee stipulates that he has examined the premises prior to the execution of this Agreement and is satisfied with the physical condition of said premises, and Lessee's taking possession thereof shall be conclusive evidence of its receipt of said premises in a safe, sanitary and sightly condition and in good repair.

The Lessee shall assume all risks instant to or in connection with the activity to be conducted hereunder and shall be solely responsible for all accidents or injuries whatsoever of any nature or kind to persons or property caused by its use of these premises. The Lessee further agrees to indemnify the Lessor and save it harmless from any and all claims or liability for personal injuries or other damages to any person, including injuries resulting in the death of any person which injury or death is occasioned by or in connection with the use of the premises herein rented. The Lessee further assumes full responsibility for the character, acts and conduct of all persons admitted to said premises by the consent of the Lessee.

In renting the premises, Lessor does not relinquish the right to control the management thereof, and to enforce all necessary and property rules for management and operation of the same, and Lessor, through its director, policemen, firemen and other designated representatives, shall have the right at any time to enter any portion of said premises for any purpose whatsoever.

Lessee agrees to abide by all Terms and Conditions of the Dr. P.K. Vyas M.D. Recreation Center Multi-Purpose Room, which are incorporated herein by reference and made a part of this Agreement.

In witness whereof, the parties have agreed upon the above written:

Lessor

City of Dunn, NC

By: _____

City Manager

Date: _____

Lessee

Signature: _____

Print Name: _____

Mailing Address: _____

Phone: () _____ - _____

Date: _____