

CITY OF SOUTHPORT

SOUTHPORT COMMUNITY BUILDING RULES & REGULATIONS

1. Return the Rental Agreement, SCB Rules & Regulations, and your deposit which is half of the total cost to the City of Southport, 1029 N. Howe St. Southport, NC 28461, Attn: Vickie, by [REDACTED]. This will ensure that your date will be reserved.
2. You will receive a refund minus 10% of any monies paid if you decide to cancel you event for any reason by 90 days prior to your event date. After 90 days prior to your event there will be no refund.
3. The City reserves the right to cancel this agreement should balances not be paid by dates mentioned in this agreement.
4. If serving liquor or selling any form of alcoholic beverage, an ABC permit must be secured from the ABC Commission in Raleigh. If you need assistance obtaining the permit, call 919-779-0700 in Raleigh.
5. Use of the facility is limited to the use described in the Facility Rental Agreement.
6. The floor plan specifying your set-up requirements must be returned along with the balance of your rental fee to the Southport Community Building office 30 days prior to the date of your event.
7. The City shall be provided with a full and detailed outline of all event information 30 days prior to the date of your event, including a list of all vendors and time of ceremony and/or reception.
8. All trash must be bagged and taken out. All tables must be wiped off prior to leaving facility. The kitchen must be cleaned thoroughly following your event.
9. It is the responsibility of the applicant to remove all food and trash from floors.
10. Due to fire code, doors with exit signs above them may not be blocked.

11. All candles must be enclosed in a glass container...no open flame.
12. No objects shall be attached to the walls, ceilings, or to the floor.
13. The applicant shall be responsible for any damages to the building, furniture, fixtures, or landscaping.
14. Occupancy of the space shall not exceed the rated capacity which is 160 people seated, as determined by the fire marshal.
15. The City shall retain a valid credit card number on file for the purpose of potential damage or clean-up costs.
16. All materials pertinent to the event, which are not the property of the City, must be removed from the building by the end of the event. Items belonging to vendors may be left on the porch until 7AM the following morning. **The City is not responsible for any items left on the property. THE CREDIT CARD ON FILE WILL BE CHARGED \$250 FOR EACH DAY ITEMS ARE NOT PICKED UP.**
17. No handguns or weapons of any type are allowed on City property.
18. Use of sparklers, fireworks, bird seed, rice, silk petals, glitter, or confetti is prohibited inside or outside the building.
19. No smoking is allowed inside the facility.
20. No outside music after 8pm. Music inside is allowed until 11pm.
21. The tables or chairs provided by the facility may not be used outside of the building.
22. The building is available for rent during the hours of 8am-midnight.
23. If the City has to cancel your event due to a natural disaster or state of emergency, 100% of your money will be refunded.

SIGNATURE OF APPLICANT _____