

# The Camellia Pavilion

## Rental Agreement

Date/Time of Reservation: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number of Contact Person: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

*50 % of the total rental fee due upon making reservation, (NOTE: THIS IS A NON-REFUNDABLE DEPOSIT). Remainder of rental fee due Monday prior to the use of the facility. This fee is non-refundable if the renter cancels the reservation. No date will be reserved until the initial rental fee is paid. The library has the option to cancel the reservation if the rent is not received in full the Monday prior to the event.*

### **Damage Deposit**

*A damage deposit of \$500, for weddings/receptions, OR \$250, for all other events, is due one (1) day prior to use of the facility and is required to cover any potential expenses related to damages or cleaning required beyond the normal wear and tear. Any portion of the deposit not used will be refunded. If damages exceed the damage deposit, the renter will be responsible for any additional costs incurred. Additional fees may be charged if more than one day is needed for preparation for the event.*

*Keys to The Camellia Pavilion can be picked up at either the close of business the day before the event OR the morning of the event. Keys must be returned to the Greenville-Butler County Public Library by noon the first business day after the event. Failure to return the keys by the designated time will result in a \$50 forfeiture of the damage deposit.*

**Indemnity Agreement: As part of the consideration for the use of The Camellia Pavilion, I/we the undersigned do hereby covenant, contract and agree as follows: That I/we will fully and completely indemnify and hold harmless the Greenville-Butler County Public Library Board of Trustees and the City of Greenville, and all of their agents, directors, officers, and employees, from and against any and all claims, demands, suits, and causes of action of any nature whatsoever for personal injury, death, or damage to property of any person (including attorney's fees and expenses of litigation) arising from or out of the use of such facilities by the undersigned.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Representative: \_\_\_\_\_