

GASTON CIVIC CENTER RENTAL

P.O. BOX 429
131 North Carlisle St.
Gaston, SC 29053

***** RENTAL OF KITCHEN AND AUDITORIUM IS FOR THE BUILDING ONLY.
APPLIANCES, ETC. ARE NOT GUARANTEED TO BE IN WORKING CONDITION****

Rules and Regulations for Renting the Gaston Civic Center:

SOUND EQUIPMENT IS NOT PROVIDED

- ❖ **NO Alcoholic Beverages or Smoking on Civic Center Site.**
- ❖ **If renting kitchen for dancing, no heels allowed due to new flooring. If moving tables or chairs, please lift them in order to not damage floor.**
- ❖ **If for any reason you must cancel your event, you need to call the Town Hall 72 hours in advance of your event date.**
- ❖ **You may pick up the key from the Gaston Town Hall the Day before your event. If your event is on Sunday you may pick up the Key on Friday. There is a \$50 Key deposit when you pick up the key. All keys to be returned by next business day. The key deposit will be refunded after checked by Town Hall.**
- ❖ **You must clean the kitchen/civic center after your use of the building. The building will be checked by Town Hall personnel after your use. There is a trash dump at the rear of the building for your convenience.**
- ❖ **When renting the Whole Civic Center you get: Kitchen and Auditorium.**
- ❖ **The Civic Center must be cleaned up and vacated by 11:30 pm on the night of the event. Renter will be liable for any damages or missing property.**

Rental Rates:

- Whole Civic Center \$400 for Whole Day
(Churches, Charitable Organizations and School \$200 for Whole Day)
- Kitchen or Auditorium \$200 for Whole Day
(Churches, Charitable Organizations and School \$100 for Whole Day)
- Key Deposit \$50 Refundable

Date of Event: _____ Time of Event: _____

Name of Event: _____

Contact Person: _____

Address: _____

Phone #: _____ E-Mail: _____

How long are you using the Gaston Civic Center: _____

Kitchen: __ Auditorium: __ Method of Payment for Key Deposit: _____

Signature: _____ Date: _____