GASTON CIVIC CENTER RENTAL

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

******RENTAL OF KITCHEN AND AUDITORIUM 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 move 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. The key deposit will be refunded after the building have been checked by Town Hall personnel. Renter will be liable for any damages or missing property.**
- **You must clean the kitchen/civic center after your use of the building and all the furniture has to be put back in it's original place. There is a trash dump at the rear of the building by the Park's Bathrooms 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.**

Rental Rates:

- **Whole Civic Center $400 for a Whole Day**
  (Churches, Charitable Organizations and School $300 for Whole Day) Not Refundable

- **Kitchen or Auditorium $200 for a Whole Day**
  (Churches, Charitable Organizations and School $150 for Whole Day) Not Refundable

- **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:_____

_____ Please initial here after you have received the Check List