



## Facility Use Application - Meetings

**CONTACT INFORMATION** (Please Print)

Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Meeting Contact: \_\_\_\_\_ Meeting Contact Phone Number: \_\_\_\_\_

**MEETING INFORMATION** (Please Print)

**Date of Rental:** (day of week) \_\_\_\_\_ / (date) \_\_\_\_\_

**Number of people expected to attend the meeting:** \_\_\_\_\_

**Hours of Use** (for 100 people or less):

Start

End

Set-up Time\* (30 minutes minimum) **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Meeting Time (1 hour minimum) **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Break-down/Clean-up Time (30 minutes minimum) **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Hours of Use** (for 101 people or more):

Set-up Time\* (1 hour minimum) **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Meeting Time (1 hour minimum) **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Break-down/Clean-up Time (1 hour minimum) **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Meeting Set-Up:** Tables & chairs are provided at no charge for meetings of 30 people or less. See description of meeting styles in the *Rules for Use Agreement* in the section titled *Set-up*, and *Equipment Rental* sheet for rental of tables & chairs.

Please select style of meeting: \_\_\_\_\_ **Theater** \_\_\_\_\_ **U-Shaped**  
\_\_\_\_\_ **Classroom** \_\_\_\_\_ **Conference**

**Food & Beverage Service:** *The Imperial Centre provides food and beverage service for meetings. See attached menus.*

If you wish to have food provided, please check:

**Self-serve breakfast** \_\_\_\_\_ **Self-serve lunch** \_\_\_\_\_

**How did you hear about the Imperial Centre facility rental?** \_\_\_\_\_

**\* It is the renter's responsibility to make sure adequate set-up time is being allowed to ensure that all persons involved in the set-up have sufficient time to complete their required tasks before the event starts. Access to the rental space will not be permitted prior to the set-up start time designated by the renter.**



## EQUIPMENT RENTAL

The Imperial Centre (IC) has equipment available for rental. All IC equipment is set up by IC staff. There is no charge for set up. Set up time for IC equipment or equipment brought in from the outside, must be included in *Hours Of Use* on application. See below for the inventory of rental equipment and the amount of time needed for set up. (You may set up other things during the same time as equipment set up.) Tables & chairs are provided at no charge for meetings of 30 people or less.

Inventory	Rental Equipment	Basic Rate	How Many?	Subtotal
45	6' Banquet Table (6' L x 29" W x 29" H) Light Grey Samsonite	\$5.00 each		
6	8' Banquet Table (8' L x 30" W x 29" H) Wooden	\$5.50 each		
4	6' Classroom Table (6' L x 18" W x 29" H)	\$3.00 each		
7	8' Classroom Table (8' L x 18" W x 29" H)	\$3.00 each		
15	Grey Metal Folding Chair	\$.50 each		
250	Light Grey Samsonite Folding Chair	\$1.00 each		
1	Optima DLP Projector	\$10 each		
1	70" x 70" Projection Screen	\$5 each		
2	Public Announcement System	\$30 each		
5	Wooden Easel	No cost		
2	Podium	No cost		
			<b>SUBTOTAL</b>	<b>\$</b>

### EQUIPMENT SET UP TIME (estimates)

30 minutes:

- Up to 50 chairs with up to 12 tables

1 hour:

- Up to 100 chairs with up to 24 tables

2 hours:

- Up to 200 chairs with up to 40 tables

**CONTRACT SERVICES INFORMATION (Please Print)**

*Contract information must be submitted no later than two (2) weeks before event date. Any changes after submission must be re-submitted.*

<p><b>Caterer</b> _____</p> <p>Contact Name _____</p> <p>Phone Number _____</p> <p><b>Delivery Date/Time</b> _____</p> <p><b>Pick Up Date/Time</b> _____</p>
<p><b>#1 Rental Equipment Company</b> _____</p> <p>Contact Name _____ Phone Number _____</p> <p>Equipment Rented _____ _____ _____</p> <p><b>Delivery Date/Time</b> _____ <b>Pick Up Date/Time</b> _____</p>
<p><b>#2 Rental Equipment Company</b> _____</p> <p>Contact Name _____ Phone Number _____</p> <p>Equipment Rented _____ _____ _____</p> <p><b>Delivery Date/Time</b> _____ <b>Pick Up Date/Time</b> _____</p>

*Please use back of page if you need additional space for information.*



## Meeting Rental Rates

**Hours** – Monday through Saturday (8:00am – 1:00am); Sunday (10am – 1:00am)

*Closed on Easter Sunday, Thanksgiving Day and Christmas Day*

**Minimum of 2 hours for meetings with 100 people or less:**

30 minute estimated set up, 1 hour meeting, 30 minute minimum clean up

**Minimum of 3 hours for meetings with 101 people or more:**

1 hour estimated set up, 1 hour meeting, 1 hour minimum clean up  
(except \*Theatre– minimum of 2 hours)

SPACE	CAPACITY		RENTAL RATES
	Theater	Classroom	
Friends of the Museum & Science Center Classroom (Children’s Museum)	42	26	\$37.50 per hour \$30 per hour (non-profit)
Fiber Studio (Education Building)	55	36	\$37.50 per hour \$30 per hour (non-profit)
Art Studio 1 (Education Building)	55	36	\$37.50 per hour \$30 per hour (non-profit)
Friends with Heart Classroom (Children’s Museum)	55	36	\$37.50 per hour \$30 per hour (non-profit)
Kindermusik Classroom (Education Building)	60	36	\$37.50 per hour \$30 per hour (non-profit)
Theatre Lobby (only)	125	65	\$95 per hour \$65 per hour (non-profit)
Studio Theatre	200	100	\$95 per hour \$75 per hour (non-profit)
*Theatre (and Lobby) including theatre steward	303	NA	\$265 per hour \$215 per hour (non-profit)

- *Capacities are based on theater and classroom style meetings.*
- *No food or drink allowed in the Theatre.*



**RENTAL FEES – WORKSHEET  
MEETINGS**

*Use worksheet on Page 6 for non-profit rates.*

**Minimum of 2 hours for meetings with 100 people or less:**  
30 minute estimated set up, 1 hour meeting, 30 minute minimum clean up

**Minimum of 3 hours for meetings with 101 people or more:**  
1 hour estimated set up, 1 hour meeting, 1 hour minimum clean up (except Theatre– minimum of 2 hours)

Rental Space	Basic Rate per hour		Extra Use Hours	Subtotal
	(2 hr min)	(3 hr min)		
Friends of the Museum & Science Center Classroom	\$75	NA	\$37.50 x ____ hour(s)	
Fiber Studio	\$75	NA	\$37.50 x ____ hour(s)	
Art Studio 1	\$75	NA	\$37.50 x ____ hour(s)	
Friends with Heart Classroom	\$75	NA	\$37.50 x ____ hour(s)	
Kindermusik Classroom	\$75	NA	\$37.50 x ____ hour(s)	
Theatre Lobby (only)	\$190	\$285	\$95 x ____ hour(s)	
Studio Theatre	\$190	\$285	\$95 x ____ hour(s)	
Theatre (and Lobby) including theatre steward	\$530	NA	\$265 x ____ hour(s)	
Additional Theatre Steward (only if needed)			Number Required ____ x \$15 x ____ hour(s)	

Food & Beverage Service (Circle items)	Basic Rate	How Many? (example: 2 small)	Subtotal
<b>Self-Serve Breakfast</b> (see menu)	\$220 small / \$275 medium / \$330 large		
<b>Self-Serve Lunch</b> (see menu)	\$280 small / \$350 medium / \$420 large		
<b>A La Carte:</b>			
Sodas	\$1.50 each		
Bottled Water	\$1.00 each		
Coffee	\$30 sm/ \$35 med/ \$40 lrg		
Fresh Fruit Tray	\$45 sm/ \$50 med/ \$55 lrg		
Vegetable Tray	\$40 sm/ \$45 med/ \$50 lrg		
Side Salads	\$25 sm/ \$30 med/ \$35 lrg		

Equipment Rental Subtotal (see page 2)	\$
<b>TOTAL DUE</b>	\$



**NON-PROFIT**  
**RENTAL FEES – WORKSHEET**  
**MEETINGS**

**Minimum 2 hours for meetings with 100 people or less:** 30 minute estimated set up, 1 hour meeting, 30 minute minimum clean up

**Minimum 3 hours for meetings with 101 people or more:** 1 hour estimated set up, 1 hour meeting, 1 hour clean minimum up  
 (except Theatre– minimum of 2 hours)

Rental Space	Basic Rate per hour		Ext Use Hours	Subtotal
	(2 hr min)	(3 hr min)		
Friends of the Museum & Science Center Classroom	\$60	NA	\$30 x ____ hour(s)	
Fiber Studio (Education Building)	\$60	NA	\$30 x ____ hour(s)	
Art Studio 1	\$60	NA	\$30 x ____ hour(s)	
Friends with Heart Classroom (Children’s Museum)	\$60	NA	\$30 x ____ hour(s)	
Kindermusik Classroom	\$60	NA	\$30 x ____ hour(s)	
Theatre Lobby (only)	\$130	\$195	\$65 x ____ hour(s)	
Studio Theatre	\$150	\$225	\$75 x ____ hour(s)	
Theatre (and Lobby) including theatre steward	\$430	NA	\$215 x ____ hour(s)	
Additional Theatre Steward (only if needed)			Number Required ____ x \$15 x ____ hour(s)	

Food & Beverage Service (Circle items)	Basic Rate	How Many? (example: 2 small)	Subtotal
<b>Self-Serve Breakfast</b> (see menu)	\$220 small / \$275 medium / \$330 large		
<b>Self-Serve Lunch</b> (see menu)	\$280 small / \$350 medium / \$420 large		
<b>A La Carte:</b>			
Sodas	\$1.50 each		
Bottled Water	\$1.00 each		
Coffee	\$30 sm/ \$35 med/ \$40 lrg		
Fresh Fruit Tray	\$45 sm/ \$50 med/ \$55 lrg		
Vegetable Tray	\$40 sm/ \$45 med/ \$50 lrg		
Side Salads	\$25 sm/ \$30 med/ \$35 lrg		

Equipment Rental Subtotal (see page 2)	\$
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<b>TOTAL DUE</b>	<b>\$</b>
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## SUBMISSION OF RENTAL CONTRACT

- Return the following forms completed:
  - *Facility Use Application (Page 1)*
  - *Equipment Rental (Page 2)*
  - *Contract Services Information (Page 3)*
  - *Rental Fees – Worksheet (Page 5 or 6, as applicable)*
- Read and return the following forms completed and signed or initialed at bottom:
  - *Submission of Rental Contract/Payment (Page 7)*
  - *Rules for Use Agreement (Page 8 and 9)*
  - *Acknowledgement (Page 10)*
  - *Release and Indemnity (Page 11)*
- A 25% non-refundable deposit is required within five (5) business days of booking your event to confirm your reservation. (Reservations will not be held without deposit.) If application is not approved, the deposit will be returned.
- Return rental contract in person to: **The Imperial Centre Reception Desk (Main Lobby), 270 Gay Street, Rocky Mount, NC 27804**
- Return rental contract by mail to the following address:

**Rocky Mount Parks & Recreation  
Imperial Centre Rental Application  
270 Gay Street  
Rocky Mount, NC 27804**
- Contact the Imperial Centre Rental Coordinator with any questions:

**Eva Satterwhite  
252-972-1342  
eva.satterwhite@rockymountnc.gov**

## PAYMENT

- All meetings must be booked within one (1) week of meeting date.
- A **25% non-refundable deposit** of total fees is required within five (5) business days of booking your meeting to confirm your reservation. (Reservations will not be held without deposit.) If your meeting is booked one (1) week before meeting date, the total payment must be submitted with contract.
- The total balance is due at least one (1) week prior to the scheduled meeting.
- If meeting runs over scheduled time, additional charges per hourly rate will be applied.
- See *Rules for Use Agreement* for more payment information.
- All checks payable to: **City of Rocky Mount**

**TOTAL** (see page 5 or 6):                      \$ \_\_\_\_\_

**25% non-refundable deposit amount:** \$ \_\_\_\_\_                      **Deposit due date:** \_\_\_\_\_

**Balance due:** \$ \_\_\_\_\_                      **Balance due date:** \_\_\_\_\_

**Signature of Renter** \_\_\_\_\_                      **Date** \_\_\_\_\_

**Imperial Centre Facility Approval by:** \_\_\_\_\_                      **Date:** \_\_\_\_\_



## **RULES FOR USE AGREEMENT**

*Each page of the Rules for Use Agreement must be initialed and the last page signed by renter.*

### **Eligibility**

- Individuals, organizations and corporations are eligible to apply for use.
- *Facility Use Application* must be submitted and approved by the Imperial Centre staff at least one week prior to your meeting date.
- Reservations can only be made six (6) months in advance of meeting date.
- Application does not guarantee approval. Full refund if not approved.
- Fundraising events must be submitted under the special events rental contract.
- Ticketed (for profit) events not allowed by any organization.
- Only non-profit organizations are eligible for non-profit rates.

### **Payment/Fees**

- Credit cards, personal or corporate checks, and money orders are accepted for payment. (All checks should be made out to: City of Rocky Mount)
- A 25% non-refundable deposit of the total balance of fees is required within five (5) working days of booking your event to confirm your reservation. (If your event is not approved, your deposit will be refunded.)
- If your meeting is booked one (1) week before meeting date, the total payment must be submitted with contract.
- Balance of fees is due at least one (1) week prior to the scheduled meeting.
- Non-profits must provide documentation of 501 status with application and payment must be by corporate check of the non-profit organization. (Non-profits may be sponsored by a company.)
- Security must be provided at the renter's expense if deemed necessary by the Rocky Mount Parks & Recreation Department.
- If meeting runs over scheduled time, additional charges per hourly rate will be applied, and renter will receive invoice.
- The renter is responsible for replacement or repair of broken or damaged facility property. The renter will receive invoice within 14 days after meeting if this occurs.
- Theatre rentals will require an event steward to operate theatrical equipment, provided by the Imperial Centre at a charge to the renter of \$15.00 per hour (included in rental hourly rate). More than one steward may be necessary depending upon the complexity of sound and lighting requirements.
- Cancellation fee will apply based on the amount of notice given.
  - If notice is given (4) four weeks or more in advance of meeting, 75% of total fee is refundable.
  - If notice is given at least (2) two weeks in advance of meeting, 50% of total fee is refundable.
  - If notice is given less than (2) two weeks in advance of meeting, no refund.

### **Equipment Provided**

- The Imperial Centre has a limited number of tables, chairs and other equipment for rental. If there is not enough of what you need, it is the responsibility of the renter to rent more from another source at the renter's expense. See *Equipment Rental* sheet for equipment rental and inventory.
- The Imperial Centre has an ice machine that may be used by the caterer. Please consult with Staff on ice machine capacity.
- All other equipment needs must be rented from another source at the renter's expense. Renter is responsible for contacting and contracting all rental needs.

### **Food/Beverage**

- If you wish to have food and beverages served at your meeting, the Imperial Centre can provide a self-serve breakfast or self-serve lunch at an additional fee. The menus for breakfast, lunch, and a la carte items are available upon request..

Renter's  
Initial

## Hours

- All meetings with 100 people or less have a minimum of two (2) hours: 30 minutes estimated for set-up, one (1) hour for meeting time, and 30 minutes minimum for clean-up. All meetings with 101 people or more have a minimum of three (3) hours: one (1) hour estimated for set-up, one (1) hour for meeting time, and one (1) hour minimum for clean-up. More time can be added to any part of the meeting in increments of thirty (30) minutes.

## Set Up

- It is the renter's responsibility to make sure that adequate set-up time is being allowed to ensure that all groups involved in set up have sufficient time to complete their tasks before the arrival of guests. Imperial Centre staff should be consulted on estimated set-up times. Set up time must be specified on the *Facility Use Application* and access to the rental space will not be permitted prior to the set-up start time designated by the renter.
- Renter must select a meeting style to be indicated on the *Facility Use Application*. Here are descriptions of each meeting style:
  - *Theatre* – Chairs only are set up in rows facing the front of the room with no tables provided.
  - *Classroom* – Chairs and tables are set up in rows facing the front of the room.
  - *U-shaped* – Chairs and tables are set up in a U-shape.
  - *Conference* – Chairs are set up around a conference table.
- Any deliveries of large equipment for your meeting must be delivered during your scheduled set up time and the Imperial Centre staff must be informed of deliveries. Special request for other delivery times upon written approval. The delivery address for the Imperial Centre is 270 Gay Street, Rocky Mount, NC 27804.
- The Imperial Centre reserves the right to change set up of any meeting to provide adequate safety and protection to its facility and guests.
- Decorations/exhibits will be limited to free standing or table top items only. They may not be adhered in any fashion to the facility walls, glass and/or ceilings.
- Cut flowers provided by a florist may be used.
- Balloons utilized in decorating must be restrained.
- Imperial Centre staff will set up and strike any of the facility's tables and chairs.
- Imperial Centre staff is not obligated to help with set up or clean up and can not be hired to perform these duties.

## Clean Up

- The renter must leave the facility clean and in as good of condition as prior to the rental. Floors should be swept or dust mopped, any spilled liquids mopped up and trash taken to the dumpster. (The Imperial Centre will provide renter with broom, dustpan and mop.)
- Any items furnished by the renter should be removed from the rental area within the designated clean up time of the meeting. All rental company equipment must be picked up during the designated clean up time. Special request for other pick up times upon written approval.

## Conditions

- Any changes that are made to the meeting by renter after the contract has been submitted must be approved by the Imperial Centre staff.
- The Imperial Centre will not produce, publish or distribute printed information or signage associated with the renters' meeting. Any advertisement for the meeting which uses the Imperial Centre name must first be reviewed and approved by the Imperial Centre.
- Smoking is prohibited anywhere inside of the Imperial Centre. There are designated outside areas available for smoking.
- Outdoor amplified sound must be approved by the Rocky Mount Parks & Recreation Department and the Rocky Mount Police Department.
- Common areas will be open to the public during regular operating hours, special events, and during other rentals. Renters should anticipate that the public will have access to restrooms, hallways, lobbies, and common areas. All noise in these areas should be held to a minimum.
- No objects shall be placed or hung on walls, glass, ceilings or fabric surfaces.
- Parking in grass or courtyard areas is prohibited and illegally parked cars are subject to being towed.
- Children must be supervised at all times.
- The Imperial Centre is not responsible for any items or property belonging to guests that are lost, stolen, damaged, or destroyed while on the Centre's premises.

**The Imperial Centre provides the following:**

- The special events or rental coordinator are available by appointment for a tour of the facility and a pre-meeting walk-through.
- The rental coordinator or a designee will be available for the duration of your meeting (including set up and clean up times).
- Free parking is available.

**The Imperial Centre rental contract includes the following:**

- Facility Use Application
- Equipment Rental
- Contract Services Information
- Meeting Rental Rates
- Rental Fees - Worksheet
- Submission of Rental Contract/Payment
- Rules for Use Agreement
- Acknowledgement
- Release and Indemnity
- Menu Selection (3 pages - separate packet)

**Acknowledgement**

I have read the *Rules for Use Agreement* for the Imperial Centre. I understand my responsibility, and I agree to abide by the terms. If any changes are made to the meeting after this contract has been submitted and approved, the changes must be submitted and approved by the Imperial Centre staff prior to the meeting. Failure to do this may jeopardize future use of the facility. This agreement serves as your invoice. Unless other charges are incurred, no invoice will be sent.

**Signature of Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

**Imperial Centre Facility Approval by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STATE OF NORTH CAROLINA  
COUNTY OF NASH**

**RELEASE AND INDEMNITY**

THIS RELEASE AND INDEMNITY AGREEMENT made and given this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_ (whether one or more, the “Indemnitor”) to the City of Rocky Mount, North Carolina, its elected officials, agents, and employees (collectively the “City”);

**W I T N E S S E T H:**

WHEREAS, the City owns or has an interest in a certain lot or parcel of real estate identified as the Imperial Centre, located at 270 Gay Street, Rocky Mount, North Carolina (the “Property”); and

WHEREAS, Indemnitor has requested permission to use such property for the following purpose or purposes: \_\_\_\_\_

\_\_\_\_\_ (whether one or more, the “Activity”); and

WHEREAS, in order to induce the City to permit Indemnitor to use the Property for the Activity specified, the Indemnitor has agreed to release, indemnify, and hold harmless the City to the extent herein below provided.

NOW, THEREFORE, in consideration of being granted the right to use the Property, the Indemnitor hereby agrees to:

- (i) RELEASE, ACQUIT, AND FOREVER DISCHARGE the City from any and all claims, losses, damages, or liability (present or future), on account of injury to persons or property, including injury resulting in death, arising out of or any way connected with the use of the Property for the Activity specified above, or for any other activity or activities at the Property by the undersigned Indemnitor during the term of this Release and Indemnity Agreement; and
- (ii) INDEMNIFY, DEFEND, AND HOLD HARMLESS the City from and against any and all claims, losses, damages, or liability (present or future), and all costs, charges, and fees (including court costs and reasonable attorney’s fees) related thereto, arising out of, or in any way connected with the use of the Property by the undersigned Indemnitor, or anyone using the Property under the auspices of the undersigned Indemnitor, or with the implied or express consent or the undersigned.

It is understood and agreed that the City makes no representation or warranty, express or implied, that the Property is suitable, safe, or appropriate for the Activity and that the undersigned Indemnitor assumes the risk of any loss, damage, or liability resulting from the use of the Property. The undersigned will not use or authorize anyone to use the Property for any activity except the Activity specified above except with the consent of the City or its duly authorized representative.

It is further understood and agreed that if any term or provision of this Release and Indemnity Agreement, or the application thereof to any person, firm, corporation, or circumstance shall, to any extent, be deemed invalid or unenforceable, the remainder of this Release and Indemnity, or the application of such term or provision to persons, firms, corporations, or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Release and Indemnity Agreement shall be valid and enforceable to the fullest extent permitted by law.

The undersigned has carefully read this Release and Indemnity Agreement and executes it voluntarily in his or her duly authorized, official capacity on behalf of the Indemnitor.

This the \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
*Signature of Indemnitor*