

**Rosewood Center Rental Agreement**  
(Location address: 419 E. Main Street, Liberty)

Rental Information Contact:  
Liberty City Hall  
206 W. Front Street  
Liberty, SC 29657  
864-843-3177 Ext. 6  
MAIL IN PAYMENTS: PO Box 716, Liberty

\*\* Driver's license or identification card required \*\*

Renter's Name\* \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

**\*Renter must be at least 21 years of age and present for the duration of the rental.**

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address (if different) \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start & End Time of Rental: \_\_\_\_\_

Note: Please allow time for set-up; no additional set-up time given outside of the hours of your rental. 30 minutes for clean-up included after rental end time. If additional time is needed, it must be included in rental time. Venue rentals must be within the hours of 7 am and 10 pm unless otherwise authorized in advance.

Notes \_\_\_\_\_

**PRIVATE RENTAL RATES**

\*\*50% due at booking; remaining balance due two weeks prior to rental. Please review cancellation policy prior to booking. \*\*

NOTE: \$100 REFUNDABLE SECURITY DEPOSIT IS INCLUDED IN THESE RATES UNLESS OTHERWISE NOTED

MINIMUM (up to four hours): \$375 (\$275 after refund)

ADDITIONAL TIME: \$25/hour

12-HOUR RENTAL (Same day, consecutive hours only): \$500 (\$400 after refund)

**Additional Options**

- \$100 Prior day set-up (access to building for up to 4 hours day before event+ overnight storage for that night only; additional hours regular price) Start & End Time: \_\_\_\_\_
- \$50 set-up fee: Have tables and chairs arranged in the auditorium as needed (when you use our tables and chairs only); at least a one-week notice is required for this service
- \$25/night storage fee: Leave your items overnight and pick them up before 8 am the following day. If items are picked up after 8 am, you will be charged for an additional night. Two-night storage max. This service may not be available if another renter is scheduled to come in the next day; storage option must be approved in advance.

# nights of storage \_\_\_\_\_ Name of Person Picking up \_\_\_\_\_

**(Call Liberty Police Department to claim items; 843-3956)**

\*\*\*\*\*

\*\*\* Completed by staff \*\*\*

Total \_\_\_\_\_ 50% (Due for Booking) \_\_\_\_\_ Date of Payment \_\_\_\_\_

Remaining Balance \_\_\_\_\_

Due By \_\_\_\_\_

## PROPERTY RENTAL GUIDELINES:

1. If notice of cancellation is received within 48 hours of booking, rental fees will be returned to renter. No refunds will be given after the 48-hour window has passed.
2. A \$100 security deposit is included in your rental fee unless otherwise noted. This deposit is refundable, provided that there is no damage to the property during the rental and renter obligations are fulfilled. Refund requests are processed each Tuesday by the treasurer's office and are typically mailed within 1-2 days after processing.
3. 50 percent of the rental fee is due upfront to reserve the facility; the remaining balance must be paid two weeks prior to rental. Otherwise, reservation may be terminated.
4. The renter accepts responsibility for any damages caused by a third party (including delivery persons, vendors, etc.)
5. Cookers/grills and alcohol are not permitted on the premises unless express permission has been granted in writing by a city official prior to the event.
6. Smoking is not allowed inside the facility.
7. The City of Liberty is not responsible for damage to or theft of personal property or for any injury occurring at the Rosewood Center during the time of the rental.
8. Renter agrees, represents and warrants that nothing contained in the rental activities under this application shall violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm or corporation. Further, renter warrants that all programs, performances, concerts, etc. to be performed under the application involving all works protected by statutory or common law copyrights or other proprietary law have been duly licensed or otherwise authorized by the owners of such works or legal representatives thereof.
9. No loud, unruly or obnoxious behavior.
10. Nothing may be nailed, taped or tacked to any surface inside or outside of the building.
11. Do not drag objects across floor's surface. Heavy objects should be lifted to move.
12. Renter is responsible for trash removal at the end of the rental, as well as any clean-up that requires immediate attention (spills, etc.)
13. Event may not go beyond the agreed upon end time. Failure to leave the facility on time may result in additional fees and/or security deposit not being returned. You will have 30 minutes beyond rental end time for clean-up.
14. Renter agrees that the venue is rented "as is." The City of Liberty is not responsible for maintenance prior to or during the event.
15. The renter is personally responsible for the facility during the time of the rental and must be present for supervision for the duration of the event.
16. The upstairs rooms are off limits, with exception of restrooms. The kitchen may be used as a serving room only if permission is obtained in advance.

Day of Rental: A representative of the Rosewood Center will be on-site to let you into the building. You will be required to show identification prior to entering the building. Please do not arrive early as you will not be permitted inside before your start time.

I, the undersigned, have read and agree to the terms of this rental agreement.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_