



CITY OF CONOVER CONOVER STATION COMMUNITY ROOM RENTAL

CITY OF CONOVER
Po Box 549 | 101 1st St E
Conover, NC 28613
828-464-1191
Fax: 828-465-5177

Renter Full Name: _____

Renter Physical Address: _____
Street City State Zip Code

Renter Mailing Address: _____
Street City State Zip Code

Renter Telephone: _____ Email Address: _____

RENTAL FEES:

Refundable Deposit - \$200

Rental Fee - 4 hours - \$200

Rental Fee - over 4 hours - \$50 each additional hour

Set Up Fee- 2 hours- \$50 (if available)
In some cases, the Community Room may be available
before your event for setup. Setup fee includes two
hours and is only valid for the day before event.

Requested Reservation Date: _____ Type of Event: _____

Event Start Time: _____ Event End Time: _____

Estimated # of Attendees: _____

Fire Code Max: 125 W/ Tables & Chairs or 275 w/ Chairs Only.

Include day before setup? Yes - include 2 hours the night before my rental No

Setup Start Time: _____ Setup End Time: _____

The undersigned agrees to indemnify and hold harmless the City of Conover, its officials, employees, and agents from any claims, damages, losses, or expenses (including attorney's fees) arising from the use of City facilities, equipment, or property. This includes, but is not limited to, injury (including death), property damage, actions of the applicant or their guests/vendors, and any failure to follow laws or facility rules. By signing below, the applicant accepts full responsibility for the rental and acknowledges this provision.

Renter Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Reservation: Approved Denied By: _____

Notes: _____

Deposit Amount: \$_____ Date Recieved: _____ Cash Check #_____ Card

Rental Fee: \$_____ Date Recieved: _____ Cash Check #_____ Card

Deposit Refunded: Yes No Date Refunded: _____ Amount: \$_____ Check #: _____

If deposit forfeited, reason: _____



CONOVER STATION COMMUNITY ROOM RENTAL GUIDELINES

Cancellations & Refunds

Deposits are refundable only if canceled at least 5 days in advance or if the event is canceled due to an act of God.

Setup & Damage

Tables must be set up by at least two people. The applicant is responsible for all damages. Report damages to the City Finance Director. Cancellations require 2 weeks' notice.

Parking

Only park in designated areas. No parking on grass, sidewalks, or patio.

Hours & Door Access

All events must end by 10:00 p.m. unless pre-approved. Doors must be scheduled 1 week prior; access times cannot be changed once set.

Decorations

No decorations on walls or ceilings.

Substances & Music

Alcohol and smoking are not allowed. Music is permitted.

City Equipment

City-owned equipment must stay on-site.

Personal Belongings

The City is not responsible for unattended property.

Permit Cancellation

The City reserves the right to cancel permits at any time.

Cleanup

Users must avoid loud noise, remove all trash, clean the kitchen and floors, turn off lights, and close all doors before leaving.

Rule Enforcement

The on-duty officer may shut down any event violating these rules. All fees and deposits will be forfeited.