

**Pegram Parks and Recreation Building
Pegram Park Pavilion(s) and/or Stage(s)
Application and Rental Agreement**

482 Thompson Road
Pegram, TN 37143
615-646-0773 (office) 615-646-6869 (fax)

Name of Group/Person: _____

Address _____
Street City Zip

Responsible Person: _____
Name (print) Daytime Phone Evening Phone

EVENT: See RULES #2

Description of Event: _____ Date of Event: _____

Start Hour: _____ End Hour: _____

Requested Facility: ____ Park Recreation Bldg. ____ Park Pavilion(s) ____ Stage(s)

Fees*:

Parks & Recreation = \$ 35. (Non-refundable)	\$ _____
Park Pavilion (Main or Gazebo) = \$ 35. (Non-refundable)	\$ _____
Stage= \$ 35. (Non-refundable)	\$ _____
Key Deposit** = \$ 75 (Refundable)	\$ _____
Cleaning Deposit ^{(**)(***)} = \$ 25 (Refundable)	\$ _____
Other/Misc = _____	\$ _____

Receipt # _____ Date Received _____ **TOTAL DUE** \$ _____

Check _____ Cash _____ Other _____

* All fees are assessed per use within a 24 hour period

** Refundable if all keys returned (see Key Policy)

*** Refundable if facility and grounds are found in same condition and Rules of property are followed

Key(s) RECEIVED By (Renter) _____ Date: _____

Key(s) RETURNED TO (Town) _____ Date: _____

Applicant Signature _____ Date: _____

Use Approved/Accepted By: _____ Date: _____

Cleaning Inspection By: _____ Approved ___ Denied ___ Date: _____

Remarks: Return deposit of \$ _____	Approved by: _____
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**TOWN OF PEGRAM
FULL RELEASE AND INDEMNITY AGREEMENT
FOR PEGRAM PARKS & RECREATION BUILDING, PARK PAVILION(S) and/or STAGE(S)**

In consideration of being granted permission to use the:

_____ **Pegram Park Recreation Building**

_____ **Pegram Park Pavilion (s)** _____

_____ **Pegram Park Stage(s)** _____

Rental Period between _____ AM / PM and _____ AM / PM

such premises being owned by the Town of Pegram, Tennessee, I/we, the Lessee, do FOREVER RELEASE AND DISCHARGE the Town of Pegram, its respective successors and officers, employees, agents, servants, heirs, administrators and executors from any and all causes of action, claims, damage, liability and loss of services which I/we may or might have against the Town of Pegram, its successors and assigns and executors, resulting from any damage or injury which may or might be suffered while the Lessee has the use of the above Town property.

Recognizing that the Town of Pegram is not responsible for the planning, development, or supervision of this event, the Town of Pegram is and shall be HELD HARMLESS and INDEMNIFIED for any and all claims of every nature whatsoever arising from personal injury and/or property damage stemming from Lessee's activities or use of the Town's property.

Lessee agrees to report all injuries received during the event to Town of Pegram office personnel at 615-646-0773 within 24 hours of occurrence. Lessee will provide a report that lists the name, address and phone number of each injured party and provide details regarding the extent of injuries, a summary of the occurrence, and the action taken by the Lessee.

Lessee understands and agrees that the designated facility may be rented to multiple users within same 24 hour period. Lessee has exclusive use of the designated structure during the Rental Period indicated above, and the Rental Period will not be extended without express prior approval and agreement of the Town. All requests for additional time are made by contacting Town of Pegram office personnel at 615-646-0773 not less than one (1) hour in advance of the beginning of the Rental Period. Lessee understands and agrees that the facility will be cleaned and vacated by the end time of the Rental Period.

Lessee does further AGREE TO REPLACE AND/OR REPAIR any and all damage to Town property and to replace and/or repair any and all personal property located within and about the premises, which is damaged and/or lost while Lessee has use and/or custody of the above initialed structure. Repair shall be conducted under the supervision of and to the satisfaction of the Town. All costs associated with replacement and/or repair shall be borne by Lessee and paid within ___ days of the loss/damage.

I/we, the Lessee, have read this Agreement, fully understand its meaning and sign willingly on my own behalf as well as on behalf of my organization (if any), being duly authorized to enter into this Agreement on behalf of said organization.

RENTAL RULES

I/we acknowledge reading and receiving a copy of the rules governing the rental of the Town of Pegram Property and Key Policy if applicable.

(Lessee Signature) For _____
(Name of Group or Organization)

(Name of Person Accepting Agreement) Date: _____

The Pegram Parks & Recreation Building, Pegram Park Pavilion(s) and Pegram Stage(s) are available for approved uses. *The type of event must be discussed and approved before your date is confirmed.* Direct any additional questions to Pegram Town Hall at 615-646-0773; leave a message if there is no answer.

RULES

1. Failure to comply with these rules could result in forfeit of cleaning deposit and possible cancellation of your rental privilege.
2. Application Form and Release Agreement must be complete at the time of booking your event. Only upon payment will your date be confirmed. Until then the date you have scheduled will be temporarily held. Date of payment receipt will determine reservation priority in the event of scheduling conflicts. **To secure your date your payment and separate cleaning deposit is due with your application.**
3. A “Responsible Person” must be designated to stay until all attendees have left and clean up is completed. All trash must be emptied and put in the dumpster located in the park parking lot. If the outside area is used for an event, it must be cleared of all trash within 25 feet of the building.
4. The park may be used by other groups during your use. You are asked to be considerate of such other group(s) use.
5. The Town of Pegram shall not be responsible for any decorations or property left after event(s).
6. The rental property must be returned to the original condition it was in prior to set-up and secured (when possible).
7. **NO ALCOHOLIC BEVERAGES** may be consumed or brought on site of this property. **NO SMOKING** on site of this property.
8. The Lessee will not allow excessive horseplay or inappropriate use of the town’s equipment, facility, or structure.
9. If provided a key for any buildings they will be returned within next Town Hall business day.
10. The pavilion will be cleaned on Friday afternoon for your week-end event. The Town has no control over public use and trash left by others after 4 PM Friday and prior to the time of your event.