



Office: (336)603-6120 | Priscilla Cotton (336) 417-1329  
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Name of Organization/Group or Individual:

\_\_\_\_\_

Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ (am/pm) Event Time \_\_\_\_\_ - \_\_\_\_\_  
(am/pm)  
(All events must end before 10PM)

Event to be Held:

\_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Will Meals/Refreshments be Served? \_\_\_ Yes \_\_\_ No  
(Cannot exceed 39 persons)

Name of Caterer \_\_\_\_\_

Will you have a Band or DJ? \_\_\_\_\_

Name of Band or DJ \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

As the person responsible for use of requested space/facilities, I have read the "Property Use and Procedures for TAC Events" document and I hereby agree to abide by the rules, regulations and directives stated.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **Property Use and Procedure**

### **General Instructions:**

- All areas must be left in a clean and orderly condition.
- Any problems with condition of the area as it is found (breakage, malfunctions, etc.) must be reported.
- No tape on walls
- No gum, confetti or glitter
- All lights must be turned off, and heat/air conditioning turned back to its original setting if changed during the event.
- Groups are responsible for providing their own paper products, table cloths, plastic wear, napkins, etc.
- If event is for 21 years or older (legal drinking age ) Beer and Wine may be served by a bartender in the TAC Events Center only if a bartender is hired. Alcohol constitutes beer, wine, and champagne. Absolutely no liquor is allowed on TAC Events grounds. Groups will forfeit their deposit and not be allowed to reserve space again if these rules are violated. Please note that TAC Events is not responsible for any personal items left in the facility.

### **Set-up and Breakdown of Tables and Chairs**

You may use the chairs and tables that are on sight. You may need to source more for your event.

### **Time and Capacity Requirements:**

Those in charge of the event need to clean up in time to exit the TAC Event Center by 10:00 pm. Person reserving the TAC will be responsible for crowd flow and must assume responsibility that the capacity of 39 persons is not exceeded at any time.

### **Clean:**

Definitions of clean after an event are as follows:

- All tables and chairs in the are cleaned off;
- All items are picked up or put away (except chairs and tables);
- All trash is in trash cans; then placed in dumpster
- Sweep and free of any trash.

### **Signs:**

Please do not attach anything to the painted walls or exterior columns.

And absolutely NO advocacy or promotional signs or banner should be on the lawn or exterior of the building, only signs allowed outside are small directional signs.

### **Fees:**

\$100/hr for building rental

\$50/hr for 1 room & bathroom

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND  
ASSUMPTION OF THE RISK AGREEMENT REGARDING THE TAC Events Center

WHEREAS, in return for use of the TAC Events Center by its owner the Trustworthy Afterschool Care, LLC, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned agrees to the following:

The Undersigned agrees to indemnify, hold harmless and defend the TAC Events Center, and its employees, staff, facilities managers, business managers, office managers, agents, contractors, representatives, volunteers, members, trustees, members of boards of directors (herein collectively referred to as the "Trustworthy Afterschool Care, LLC"), being the owners of the TAC Events Center, from any and all fault, liabilities, costs, expenses, claims, injuries, demands or lawsuits arising out of, related to or connected with the Undersigned's use of the TAC Events Center; the Undersigned's activities conducted in, presence on, or use of the TAC Events Center; and any and all acts or omissions of the Undersigned pertaining in any way to the TAC Events Center.

Should any such claim, demand or lawsuit arise or be asserted in any way whatsoever related thereto the TAC Events, whether arising under the laws of the United States or of the State of North Carolina, or under any theory of law or equity, the Undersigned will indemnify, hold harmless and defend the TAC Events Center from any and all costs, expenses or liability including, but not limited to, the cost of the defense of any claim, demand, lawsuit, litigation, settlement or judgment made or rendered against the Trustworthy Afterschool Care, LLC, whether individually, jointly, or in conjunction with the Undersigned, together with all costs of court, fees, and charges; and any and all other costs or expenses incurred in connection with the defense of any such claim, demand or lawsuit, including but not limited to all attorneys' fees.

The Undersigned furthermore waives for himself/herself/itself and his/her/its members, executors, administrators, assignees, heirs, or successor organizations, any and all rights and claims for damages, losses, demands and any other actions whatsoever, which he/she/it may have or which may arise against Trustworthy Afterschool Care, LLC, (including, but not limited to any and all injuries, damages or illnesses suffered by the Undersigned and related in any way to the TAC Events, losses of or damages to the Undersigned's property related in any way to the TAC Events Center; or losses of or damages to the property of the Undersigned's licensees, invitees, or guests, and/or the Undersigned's guests, licensees, or representatives related in any way to use of the TAC Events), which may, in any way whatsoever, arise out of, be related to or be connected with the use of the TAC Events Center; the Undersigned's presence on or use of the TAC Events; and any and all acts or omissions of the Undersigned pertaining in any way to the TAC Events Center. Trustworthy Afterschool Care, LLC shall not be liable for all such losses and damages as described herein. The Undersigned, on behalf of himself/herself/itself and his/her/its

members, executors, administrators, assignees, heirs, or successor organizations, hereby expressly releases the Trustworthy Afterschool Care, LLC from all such claims.

The Undersigned hereby expressly assumes the inherent risk of use of the TAC Events Center and of taking part in activities on the premises of the TAC Events and/or the grounds of the Trustworthy Afterschool Care, LLC which include, but are not limited to: the TAC Events Center, the grounds of the Trustworthy Afterschool Care, LLC, the parking lot of the TAC Events and the parking lot of the Trustworthy Afterschool Care, LLC , and the curtilage of the TAC Events and the Trustworthy Afterschool Care, LLC, and any activities that occur on said property.

The Undersigned furthermore hereby acknowledges and agrees that he/she has received, read, understands and will always abide by the "Property Use and Procedures for TAC Events Center".

If signing on behalf of an organization, group, or individual, the Undersigned warrants and represents that he or she possesses the requisite authority to bind said organization, group, or individual. The signature of the Undersigned thus binds his/her/its members, executors, administrators, assignees, heirs, or successor organizations.

\_\_\_\_\_ (SEAL)  
Signature

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_