WINGS OF CAROLINA FLYING CLUB

John Hunter Room Rental Agreement

between Wings of Carolina Flying Club 702 Rod Sullivan Road Sanford, NC 27703 919-776-2003 And

Name		Rental Date	
Start Time	End Time	Total Hours	
Address			_
Dhono			_
Number of Guests	Function Description		

TERMS AND CONDITIONS

Security Deposit - \$300.00 due upon signing contract. Deposit fee will be returned if there is no breakage, damage, or loss to the building contents, or additional expenses incurred due to event. If breakage, damage, loss, or additional expenses incurred exceeds the deposit amount, the undersigned agrees to reimburse Wings of Carolina for the excess within ten (10) days. Deposit shall be refunded in the event of cancellation.

Rental Charge - \$100.00 for up to three hours. The charge for each additional hour or fraction thereof is \$25.00. The rental fee must be paid in full no later than fourteen (14) days prior to scheduled event. In the event of event cancellation, rental fees shall not be refunded.

Use of Property - Rental of the John Hunter room includes the exclusive use of the John Hunter room during the rental period with shared access/usage of the deck, elevator, upstairs lounge, and restrooms (upstairs and downstairs). Rental does not include access to other areas of the building except to allow ingress/egress. No events may take place or are allowed to be set up on the lawn area or ramp. <u>Access to the hangar and maintenance rooms are specifically prohibited.</u>

Room Configuration - The John Hunter Room is normally configured with tables and chairs suitable for instruction or meeting. (Capacity is 48 people in this configuration.) Tables can be removed (by folding legs and stacking in the closet located in the room). Additional chairs are also located in the closet. Maximum room capacity is 72 people with removal of all tables and utilization of all chairs. Renter is responsible for: (a) setting up the room in their desired configuration, and (b) returning the room to the same configuration as at the start of the rental or to the configuration as requested by the club. Time needed by the renter to configure and reconfigure the John Hunter room shall be included in the total event rental time.

Audio/Video & other Equipment - The John Hunter Room is equipped with a pull down projector screen. All other equipment shall be the responsibility of the renter. All/any equipment needed for the event shall be removed at the end of the event. The outside staircase should be used to move equipment/material before and after the event.

Decorations - Absolutely no decorations (posters, pictures, signage, etc.) are permitted on ceilings or walls.

Food/Alcohol - The renter is responsible for all food and drinks during the event. Consumption of alcohol by event guests is prohibited. There are no facilities available in the building for the storage or preparation of food.

Age Limits - No guests aged 16 or younger shall be permitted.

Smoking/Vaping - There is no smoking or vaping in, or within 50 feet of, the building.

Trash/Garbage - The renter shall be responsible for removal and disposal of all trash and garbage created by the event.

I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies, the event may be immediately terminated by Wings of Carolina Flying Club, in its sole discretion, and/or all deposits made retained by Wings of Carolina Flying Club. I understand and agree that, in addition, I/we will be responsible and liable to Wings of Carolina Flying Club for any costs exceeding the amount of the security deposit.

Renter(s) Signature	Date
Wings of Carolina Signature (President, Vice-	 Date
President, Treasurer, or Secretary)	

Note: Agreement is not effective until both the renter and authorized representative of the club have signed.

Form 3.80 v1.00 18-Feb-2017 Owner: Vice President 2 of 2