Town of China Grove

Facility Rental Policy

China Grove, NC 28023
704.857.2466 | chinagrovenc.gov

The Town of China Grove offers the Community Memorial Building and Hanna Park and Stage as rentable spaces for residents and visitors to utilize for parties, gatherings, and events, in accordance with the Facility Rental Policy, specific facility guidelines and Town ordinances.

General Guidelines for all Facilities:

The RENTER agrees to the following terms:

1. **Payment and Reservation**
    - Pay the published rental fee in full to secure desired date.
    - Pay a $300.00 refundable deposit, to ensure facility is left in pre-rental condition.
    - Deposits are returned in approximately 1-2 weeks.
    - Deposits are refundable until 30 days prior to reserved date. Cancellations within 30 days are subject to deposit forfeiture.
    - Cancellations must be made and acknowledged in writing.
    - Registered non-profits may request a 50% discount of rental fees, twice per calendar year. Documentation of non-profit status must be on file.

2. **Eligibility and Responsibility**
    - Renter must be 21 years old and remain present throughout event. Rentals are non-transferable.
    - Renter's age and residency is determined by proof of identification, which must be on file.
    - For events where the majority of guests are minors (under 18), renter must provide at least one responsible adult per 15 minors.
    - Renter is responsible for ensuring all guests behave orderly and comply with policies, laws, and regulations.

3. **Insurance and Permits**
    - Renter is responsible for providing all required permits and must sign a hold harmless agreement.
    - When alcohol is served, a ticketed event is held, or more than 100 guests are expected, the renter must provide a certificate of liability insurance for General Liability, listing the Town of China Grove as additionally insured, in the amount of at least $1 Million. COI should be submitted no less than 14 days prior to the event.

4. **Facility Use and Clean Up**
    - Complete the applicable post rental checklist.
    - Forfeit all or part of the deposit if cleanup is incomplete, damages occur, or guidelines are not followed.
    - Report all accidents, incidents, or injuries immediately to the Town of China Grove staff and call 9-1-1 in case of emergencies.

5. **Rules and Prohibitions**
    - Town staff may enter facilities at any time to ensure compliance. The Town may terminate the rental without refund for violations.
    - Smoking, vaping, illegal drugs, gambling and solicitation are prohibited.
    - Alcohol is permitted with required approvals and permits.
    - Weapons must comply with North Carolina law.
    - Parking is allowed in designated public spaces; no parking is permitted on grass.
    - Fireworks, bounce houses, and inflatables are prohibited.
    - Ticketed or public events (free or paid) require written approval from the Town Manager or designee. These events may require additional permits, staffing, or fees.

6. **Denial of Use**
    - The Town Manager or designee may deny facility use if:
        - The renter cannot meet policy requirements.
        - The event violates laws or poses a risk of property damage or injury.
        - The renter has previously violated Town policies or laws.

Facility Specific Guidelines

Community Memorial Building Guidelines

1. Kitchen use is limited to warming, cooling, and plating food. No raw food preparation is allowed. All cooking must occur off-site. Grills are permitted to be used outside, with the presence of an appropriate fire extinguisher, supplied by the renter.
2. All meal related equipment must be supplied by the renter.
3. No furniture or equipment may be removed from the facility. All tables and chairs should be returned to storage during clean up.
4. No animals, except trained service animals, are permitted in the facility.

Alcohol Procedures for Community Memorial Building

If beer or wine is served or sold:

- Alcohol liability insurance is required in addition to general liability insurance. Certificate of insurance is due no later than 14 days prior to event.
- Renter must hire a security officer from the Town of China Grove Police Department in accordance to the following guidelines:
    - Arrangements for officers are made directly by Town Staff.
    - Payment of $50/hour is made directly in cash to the officer at the beginning of the event.
    - No alcohol can be served prior to the officer's arrival, or after the officer's departure.
    - Rentals with attendance of 1-99 people shall require 1 officer.
    - Rentals with attendance of 100-199 shall require 2 officers.
    - One additional officer is required for every additional 100 people expected to attend.
    - If selling alcohol, applicable permits are required from ALE and can be obtained from NC Alcoholic Beverage Control Commission (400 E Tryon Rd. Raleigh | 919-779-0700 | Abc.nc.gov)

Community Memorial Building Fees and Availability

Consideration	Fee
Full Day Rental	$350.00
Half Day Rental	$200.00
Refundable Deposit	$300.00
Additional Day	$200.00
Add Alcohol	$250.00
Out of Town Resident Fee	$200.00
Off Duty Officer Fee for Alcohol Rentals (cash)	$50/Hr. Per officer.

Day	Availability
Monday – Thursday	o Morning (1/2 Day) 8 am – 3 pm o Afternoon (1/2 Day) 3 – 10 pm o Full Day – 8 am – 10 pm
Friday	o Morning only (1/2 Day) 8 am – 3 pm
Saturday	o Full day only – 8 am – Midnight
Sunday	o Afternoon only (1/2 day) 3-10 pm

Hanna Park and F&M Bank Stage at Hanna Park Guidelines

1. The use of adjoining private property for activities beyond that of general use for parking requires written permission at least 14 days prior to rental and must be on file with the Town and private property owners.
2. Public parking is available on Main Street, Tatum Street, in public parking lots on Swink Street and beside Town Hall.
3. Hanna Park is located in the Downtown Social District. Alcohol is only permitted in the park from businesses active in the district and alcohol must be consumed in accordance with social district rules and regulations. For a current list of participating businesses, please contact Town Hall.
4. All rentals are required to collect and dispose of all trash at the conclusion of event.
5. Rentals with an expected attendance over 100 guests require:
    - Placement of an ADA portable restroom placed no sooner than 48 hours prior to event and removed within 48 hours of event.
    - One officer per 100 expected guests, for the entirety of the event, to be hired directly from the China Grove Police Department at the rate of $50/hour, to be paid in cash at beginning of event.

Hanna Park Fees and Availability

Consideration	**Fee**
Full Day Rental	$150.00
Half Day Rental	$100.00
Add stage use	$200.00
Refundable Deposit	$300.00
Additional Day	$125.00
Out of Town Resident Fee	$200.00
Off Duty Officer (cash)	$50/Hr. Per officer.

Day	**Availability**
Monday – Sunday	○ Morning (1/2 Day) 8 am – 3 pm ○ Afternoon (1/2 Day) 3 – 10 pm ○ Full Day – 8 am – 10 pm