

CONWAY PARKS, RECREATION & TOURISM  
**CONWAY RECREATION CENTER**  
 ROOM RENTAL FORM

RENTAL DATE  EXPECTED ATTENDANCE   
*(Note: Rental is for this date only)*

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Name \_\_\_\_\_  
 Company/Group \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_

- Kingston Room      **\$35.00** first 2 hours.      **\$15.00** each additional hour      Capacity **50** with tables **35**
- Rivertown Room      **\$35.00** first 2 hours.      **\$15.00** each additional hour      Capacity **50** with tables **35**
- Waccamaw Room      **\$35.00** first 2 hours.      **\$15.00** each additional hour      Capacity **50** with tables **35**
- Large Room      **\$100.00** first 2 hours.      **\$50.00** each additional hour      Capacity **150** with tables **150**
- Kitchen      **\$25.00**

DESCRIBE IN DETAIL THE TYPE OF EVENT/ACTIVITY YOU PLAN ON HAVING

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\*To reserve a room at the Conway Recreation Center, an application must be submitted no earlier than Six (6) months prior to the desired reservation date and no later 48 hours prior to the reservation date. For this form to be processed, the **security deposit** must be paid when the request is submitted.

Rental Rate for **ADVANCE RESERVATIONS (8 days to 6 months in prior to date)** must be paid in Full no later than 48 hours prior to the date of the event.

Rental Rate for **LATE RESERVATIONS (7 days to 48 hours)** along with the security deposit must be paid at the time of request.

**Only cash, credit or debit card payments will be accepted within seven (7) business days of the desired reservation.**

**\*A cancellation with less than 72 hours written notice shall result in a forfeited Security Deposit and/or facility rental fees.**

I/We (applicant) agree to be fully responsible for the facilities rented per conditions as outlined on the front and back of this reservation request. Applicant understands that this request should be returned to the Conway Parks, Recreation & Tourism Department for processing. Applicant understands this request is subject to the approval of the Parks, Recreation & Tourism Director or his designee.

Failure to comply shall result in loss of security deposit and additional costs incurred for damages that may occur while the facility is being rented.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

*For Office Use Only*

Security Deposit of **\$75.00**      Paid by:     Cash     Check# \_\_\_\_\_     Credit

Rental Fee of \$ \_\_\_\_\_      Additional Items Fee: \$ \_\_\_\_\_

Total Paid: \$ \_\_\_\_\_      Total Due: \$ \_\_\_\_\_      Rental fee paid by:     Cash     Check# \_\_\_\_\_     Credit

Approved by: \_\_\_\_\_      Date entered in Sportsman Calendar: \_\_\_\_\_

**I, hereby accept the condition of the Conway Recreation Center meeting space and its furnishings as clean and not damaged and agree to the following Rules & Regulations stated on the front and back of this agreement:**

Applicant may begin their set up at the Conway Recreation Center no earlier than the time and date specified on the face of this contract. The event must end no later than 11:00pm on the rental date specified. Facility must be cleaned and returned to its pre-rental condition with all supplies removed no later than the time specified on this application. **THIS CONTRACT ALLOWS FOR THE USE OF MEETING SPACE AT THE CONWAY CENTER ON THE DATE SPECIFIED ON THIS CONTRACT. YOU MAY NOT DECORATE THE DAY BEFORE THE EVENT OR LEAVE ITEMS AFTER YOUR EVENT ENDS.**

1. All decorations, equipment, paraphernalia, food, trash etc... installed by the applicant or their authorized representatives must be removed from the facility prior to the end of the contract period stated on the front of this application. Failure to remove items shall result in loss of security deposit.
2. Independent Contractors, such as Caterers, Decorators, Photographers, etc... that you use for an event/activity held at this facility must have a City of Conway Business License. Please list name and contact information any of the above that you plan on using:  

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3. Any and all items left after the rental period shall be deemed abandoned. The City of Conway shall exercise its right to remove any items and dispose of. **Items left shall result in loss of security deposit.**
4. No staples, nails, tape, thumb tacks, etc., may be inserted into walls, doors, ceilings fixtures etc.... **Failure to adhere to this rule shall result in loss of security deposit.**
5. No drugs, alcohol or tobacco products are allowed in the facility. Drugs and alcohol are not allowed on city park property.
6. Only applicants age 21 and older will be considered for approval.
7. The Parks, Recreation & Tourism Director reserves the right to deny applications submitted.
8. No Rice, grain, confetti, etc., shall be thrown or distributed in the building or directly outside the building.
9. No mud, soil, or pots containing water, except flower pots, may be placed in the building.
10. Tables and chairs are available for use, depending on the size of the event. This number available is subject to fluctuate. Damages to any equipment shall be billed to applicant. Do not sit or stand on tables. Do not stand on the chairs. **Tables and chairs are NOT to be removed from the facility.**
11. HVAC controls may be adjusted by contacting the front desk.
12. Internet is available upon request. This facility does not have Wi-Fi.
13. **Kitchen use:** If the Warming oven, sink or refrigerator is used, the equipment must be cleaned (oven turned off) prior to the end of the rental period. No raw materials (*food/trash, other debris*) may be dumped into sinks. All items brought in, must be removed prior to the end of the rental period. **THIS KITCHEN IS NOT SET UP FOR COOKING.** Items may be prepared elsewhere and brought in. Grills, etc... may not be brought into the facility or placed on the porches.
14. Applicant is responsible for depositing trash in the proper receptacles. Tables must be wiped down. Any trash or debris on the floor must be cleaned up. A broom, dust pan, mop and bucket are available for use.
15. The front desk staff is available in case you need assistance.
16. Any injury as a result of the renter's use of the building is the responsibility of the renter.
17. This facility may be used for certain non-profit fund raisers. Political fundraisers will not be approved. No admission fees or funds in general may be collected from the public for any event held at this facility without approval from the Parks, Recreation & Tourism Director. Any signs on park property must be approved in advance. This facility cannot be subleased.
18. Applicant shall be responsible for replacement cost of any damages that occur to the building or contents during their rental period. Parks, Recreation & Tourism staff inspect the facility after each rental.
19. This property is subject to all ordinances of the City of Conway. The City of Conway's noise ordinance is in effect. Loud music is not allowed. Parks, Recreation & Tourism Staff and/or Conway Police reserve the right to shut down the event if any rules and regulations are not adhered to.
20. All events (for ages 20 and under) must be properly chaperoned.
21. Events/Activities, such as gambling, (*bingo included*) which may be deemed objectionable will not be permitted on the premises. The Parks, Recreation & Tourism Director shall rule on all unusual circumstances and his decision shall be final.

22. **Additional Items Available:**

\_\_\_\_\_ Round Table Cloths (**\$5.00 each**); \_\_\_\_\_ Rectangle Table Cloths (**\$5.00 each**); \_\_\_\_\_ Warming Trays (**\$6.00 each**)  
\_\_\_\_\_ Black Table Runners (**\$2.00 each**); \_\_\_\_\_ Sterno (**\$2.50 each**) \_\_\_\_\_ Coffee Maker (**\$5.00 each**)  
\_\_\_\_\_ Tea urn (**\$5.00 each**)

Total Amount of Additional Items:\$\_\_\_\_\_