

TRENTON GYM RENTAL AGREEMENT
TOWN OF TRENTON – P. O. BOX 36 – 803-275-2538
GYM LOCATION ~ 210 SCHOOL STREET – TRENTON, SC 29847

Renter: _____
(Photo Identification Required. *Must be at least 21 years of age.*)

Address: _____

Phone: _____ **E-mail Address:** _____

Number of expected guests: _____ **Type of Event:** _____

Event Date(s): _____ **Alcohol: YES / NO**
(Rental is for the date(s) specified above only.)

Time building will be opened: _____ **Time building will be closed:** _____
(Earliest start time is 8 a.m. every day, unless otherwise noted. Building must be cleaned and locked by 10 p.m. on the night of the event.)

VENDORS / FOOD TRUCKS selling at the event will need a current Town of Trenton Business License. Business License must be obtained from Trenton Town Hall, prior to the event. Monday – Friday; 8am – 12pm.

KITCHEN: Renter may use the kitchen provided with the rental. However, all food and beverages from the refrigerator, oven and counters, must be removed and placed in outside garbage bin, at end of rental.

BACK-TO-BACK RENTALS: In the event there are back-to-back rentals, the custodian will clean after the previous day's event, which may affect the second day's rental. The custodian will arrive in the morning and clean the Gym until approximately noon or completion on the second day. **The Gym can only be booked up to three (3) months in advance.**

CAPACITY: The gym has a seating capacity, with round tables, for approximately 120 people. Combined use of round and rectangular tables increases this to approximately 140 people. Seating without tables expands the capacity to over 250 people.

PARKING: *Parking is limited.* Guest may not park beyond the marked limits. Do not block roadways; private drives and main roads.

ACCESS TO BUILDING: The door off the handicap ramp has a keypad and the code will be provided to you before the use of the gym.

SECURITY: At the Town’s option and at the Renter’s expense, the Renter may be required to provide one or more police officers determined by the occasion or the attendants. The Town shall make this determination after reviewing the application for reservation. If the Renter desires police supervision, arrangements must be made in advance with the Trenton Police Department and additional fees will apply.

HEAT AND AC: The heat and air conditioning is controlled through a WI-FI thermostat and will be adjusted remotely one hour before and after all rentals.

CLEANUP AFTER THE EVENT: At the end of the event the Renter shall leave the facility in the same condition as before the rental. All decorations, displays, trash and food will be placed in garbage cans outside the gym. The floors will be swept, mopped for spills, and cleaned as needed. **ALL EVENTS WILL END & BUILDING CLEANED BY 10 P.M. DAY OF RENTAL.**

DECORATING: 3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE is the *only* product allowed for decorating. No confetti, rice, string streamers, nails or tacks are to be used. Expenses incurred by damage caused by decorating will be deducted from your deposit. Nothing can be hung from the ceilings or lights. **THERE SHALL BE NO SIGNS/POSTERS PLACED ON ANY DOORS INSIDE/OUTSIDE OF THE TRENTON GYM.**

MUSIC & SOUND EQUIPMENT: No music is to be played after 10 p.m. Renters must inform the band, DJ, etc. of this prior to the event.

TABLES AND CHAIRS: Tables and chairs will be provided at no cost to the Renter. If additional tables and/or chairs are needed for an event, the Renter is permitted to bring their own. The Town is **NOT** responsible for any items left on the premises after an event.

The Town of Trenton provides the following equipment:

	<u>Quantity</u>
• Chairs	120
• 60” round tables (seats 8)	12
• 72” x 30” rectangular tables	6

ALCOHOLIC BEVERAGES: The Renter is held responsible for obtaining an Event Insurance Policy and obtaining Law Enforcement coverage for any event involving alcoholic beverages. The Renter shall comply with all SC State Laws concerning the use of alcoholic beverages at an event under the S.C. “Alcohol Beverage Control Act” promulgated by the Alcoholic Beverage Commission. Under no circumstances may a bar be set-up outside, no drinks be taken outside the building for consumption.

DEPOSIT/RENTER LIABILITY: This agreement gives the Renter (and guests) access to the gym only. Use of other Town Facilities such as the park, ball field, Fire Department, or Town Hall is not permitted. Unauthorized use of other Town Facilities will result in total forfeiture of the security deposit.

RENTER IS RESPONSIBLE AND WILL BE HELD ACCOUNTABLE FOR ANY

DAMAGES. The Renter or their designee must be present during date of rental. All personal property must be removed from the facility at the end of the event as the facility may be scheduled for use the next day. Renter must notify the Town of any damages accrued during rental of the Gym. If the Gym is in clean satisfactory condition and no damages found upon Town inspection, the security deposit will be refunded within 5 business days. If cleaning or repair costs due to damages exceed the cost of the deposit, the renter will be liable and billed accordingly. The Town will notify the Renter of any additional fees. The Town is responsible for the storage of all Town furnishings and equipment and the routine maintenance of the floor. Pets are not allowed under any circumstances except for service animals. **Smoking inside the building is prohibited. Outdoor water slides or bouncy units are not allowed.**

EVENT RENTAL FEES:

MONDAY – THURSDAY: \$200/per day _____

FRIDAY – SUNDAY: \$300/per day _____

DEPOSIT: \$100
(Refundable; if Gym is cleaned & no damages. If not cleaned, \$50 Cleaning Fee will be deducted from Security Deposit)

TOTAL DUE: Balance due 30 days before the rental _____
\$45 fee on all Returned Checks

EVENT RENTAL – NON-PROFIT / TOWN OF TRENTON RESIDENTS

Copy of 501-C & Proof of Residence must be presented

MONDAY – THURSDAY: \$100/per day _____

FRIDAY – SUNDAY \$150/per day _____

DEPOSIT: (Refundable; if no damages) \$100 _____

TOTAL DUE: Balance due 30 days before the rental _____
\$45 fee on all Returned Checks

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**BASKETBALL COURT:** \_\_\_\_\_ HOURS X \$20/HR. = \_\_\_\_\_

**CANCELLATIONS:** *Cancellation includes changing the agreed date to another date. If cancellations are made within 5 days from the date of signing, half of the deposit will be*

refunded. Furthermore, deposit *and* rental fees are forfeited when events are cancelled with less than a five (5) day notice.

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town of Trenton:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revised: August 17, 2026. Effective September 1, 2026**