



Nepali Heritage Center of Carolinas (NHCC)
Triad Nepalese Community Center Inc (TNCC)
Rental Agreement

The NHCC premises can be rented to host meetings and small social gatherings. The property is equipped with rest rooms, a partially working kitchen, chairs and tables. Maximum Occupancy is 250 per event.

Facility Rental Fee & Security Deposit

TNCC Member – \$100 & \$50

Non-Member – \$200 & \$50

Required Security Deposit & Proof of Liability Insurance

First Name: _____ Last Name: _____ Company Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Tel (H): _____ (W): _____ (C): _____ Fax: _____

E-Mail Address: _____ Applicant Type: TNCC Member Non-Member

Please describe the purpose of your event: _____

Date of Event: _____ Start Time: _____ End Time: _____ Est. Attendance: _____

Food/Beverage Present? Yes No Caterer Present? Yes No Alcohol on Property? Yes No
Liability insurance required

Payment Information

Checks payable to "TNCC Community Center"

Security Deposit: \$ _____ Check # _____ Visa/MC # _____ Exp. Date _____

Rental Fees: \$ _____ Check # _____ Visa/MC # _____ Exp. Date _____

NOTE: There is a \$9.95 fee for paying with Credit Card.

NHCC will officially reserve the facility subject to availability upon receipt of deposit, rental fee payable to TNCC Community Center along with your signed rental agreement.

Rental Policy Information

Facility Usage: The facility may not be reserved more than one (1) year in advance. No facilities may be used for fund raising purposes without prior approval from the NHCC Committee. Sales of Alcohol is prohibited. Requests for periodic, regularly recurring use of the facility must be approved by the committee.

Hours: The facility may be rented Monday - Sunday 10am to 6 pm. The facility may not be used past 7 pm without prior approval from the NHCC committee. Please allow appropriate time for setup before the event and cleanup after your event.

Rental Fees: All rental fees and a refundable security deposit are due at time of application.

Security Deposit: All rental applicants must pay a security deposit of \$100.00. The deposit is refundable if the facility is left clean and there is no damage to furnishings or equipment. Any costs incurred in cleaning or repairing the facility will be deducted from the deposit. Should damage exceed the deposit, the decision of whether the deposit shall be refunded is solely up to the NHCC committee and will not be refunded until the facility has been inspected by a committee representative.

Reservations: NHCC reservations are "first-come, first-served" with priorities given to TNCC members. A completed reservation form and both subsequent checks are to be received by the NHCC committee to finalize a reservation.

Parking: Limited spaces are available for parking at the NHCC. Vehicles shall not be parked on the grass. Vehicles can be parked along the road leaving room for traffic to flow. Police may ticket all vehicles parked against the flow of traffic and NHCC will not be held liable.

Personal Property: The NHCC is not responsible for any valuables or personal property left on the premises.

Animals: Animals, with the exception of service animals, are not permitted inside the NHCC without prior approval of the committee.

Hours: The facility may be rented Monday - Sunday 10am to 6 pm. The facility may not be used past 7 pm without prior approval from the NHCC committee. Please allow appropriate time for setup before the event and cleanup after your event.

Rental Agreement: To reserve the NHCC premises, a Facility Rental Agreement must be completed, signed and returned to the NHCC committee. Both members of Triad Nepalese Community Center Inc (TNCC) and non-members are eligible for renting.

Rental Fees: All rental fees and a refundable security deposit are due at time of application.

Noise: Noise ordinances are laws which limit the allowable noise level(s) at different times of day for different zoned areas. The maximum allowable noise levels for City of High Point should not be exceeded.

Cleaning: The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the trash cans. All table tops, chairs, counter tops, and any appliances used must be wiped clean.

All appliances and lights need to be turned off, and all doors/windows locked. Key and cleaning check list left on the kitchen counter. Rental applicant shall spot mop any spills and sweep the floor if needed. If it becomes necessary for NHCC to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the HOA.

Caterers: Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the NHCC committee.

Minors: Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

Decorations: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Confetti: Thrown rice, glitter, and all types of confetti are prohibited inside the NHCC premises.

Candles: All candles must be contained in a glass container taller than the top of the candle flame.

Smoking: Smoking is prohibited inside or on the grounds of all NHCC facilities "fenced area".

Cancellation Policy: Full refund when less \$35 administrative fee when cancelled 30 days or more prior to date of reservation. NO REFUND when cancelled 7 days or less prior to date of reservation.

Weather: IN THE EVENT OF INCLEMENT WEATHER, ADVANCE PAYMENTS MAY BE APPLIED TO FUTURE RENTALS BASED ON AVAILABILITY AT THE SOLE DISCRETION OF NHCC committee.

Reservations: NHCC reservations are "first-come, first- served" with priorities given to TNCC members. A completed reservation form and both subsequent checks are to be received by the NHCC to finalize a reservation.

Reservation Status: A rental reservation is considered binding after the facility Rental Agreement has been signed by the rental applicant and approved by the NHCC committee. Renter will receive confirmation letter or e-mail which will include a Post Function/Event Cleanup Checklist and instructions on obtaining and returning the key.

Security Deposit: All rental applicants must pay a security deposit of \$50.00. The deposit is refundable if the facility is left clean and there is no damage to furnishings or equipment. Any costs incurred in cleaning or repairing the facility will be deducted from the deposit. Should damage exceed the deposit, the decision of whether the deposit shall be refunded is solely up to the NHCC committee and will not be refunded until the facility has been inspected by a committee representative.

ALCOHOLIC BEVERAGES: USE OF ALCOHOLIC BEVERAGES IN THE PREMISES IS RESTRICTED TO CANNED BEER AND WINE SERVED IN CUPS. ANY OTHER FORMS OF ALCOHOL (BOTTLES, HARD LIQUOR) ARE NOT PERMISSIBLE. IF ANY ALCOHOLIC BEVERAGE IS TO PRESENT; IT IS RESTRICTED TO FENCED AREA AND CANNOT BE CARRIED TO PARKING LOT OR TO OUTSIDE STREETS ALONG IMPERIAL DRIVE. ALCOHOL CANNOT BE SOLD ON THE PREMISES.

Proof of Liability Insurance: Renter must provide a proof of liability insurance for the event. Minimum insurance limits, including \$1,000,000 each occurrence and \$2,000,000 general aggregate in US Dollars. Insurance Company must be located and licensed to do business in the USA. The Insured Name on the certificate must be identical to the Legal Entity name listed on the exhibit contract. Policy number & Policy period must cover the dates of the contract period. Certificate must have name of the NHCC, TNCC, its officers, employees and agents as additional insured under this insurance policy.

****Waived:** Proof of host liquor liability insurance must be provided with combined single limit coverage of \$1,000,000 with respect to injuries, deaths, or damages. This may be accomplished through a general liability or excess liability (umbrella) rider to the Homeowner(s) policy, or through a separate policy, provided that the rider or additional policy specifically covers host liquor liability.