

The Selma Civic Center Rental Information



**300 N. Webb Street
Selma, North Carolina 27576**

The Selma Civic Center

The Site: The Selma Civic Center is a premier historic venue in the heart of Selma, NC. Our unique space offers the perfect setting for your once-in-a-lifetime celebrations or special events.

The Building: The building was originally constructed in 1939 as a gymnasium with a catering kitchen and smaller meeting space. The entire building was renovated in 2018-19 and now features the larger gym space (now called **Legacy Hall**) with the original hardwood floor and open wood trusses in the ceiling – very dramatic. A large restroom facility has been added. The maximum capacity for the large room is 299 (without tables) 240 (with tables). The **Catering Kitchen** features counter space and a staging area for buffets. This kitchen can be used to keep food warm. **The Oak Room** is a smaller 550 square foot room that will accommodate approximately 25 people with its own private restroom.

The Special Features: Legacy Hall includes a sound system, a large projection screen and projector, Wi-Fi connectivity, a 20' x 16' stage, round 60" tables, and metal folding chairs. It can be arranged for many different occasions. The Oak Room also includes round tables and metal chairs, a small restroom, and includes a small fireplace (non- operable). Both spaces have access to the catering kitchen for a separate fee.

Parking: There is only handicap parking on facility grounds, but plenty of street parking on two sides of this corner lot as well as other adjacent streets. **PLEASE DO NOT BLOCK RESIDENTIAL DRIVEWAYS. YOU WILL BE TOWED.**

Location: The building is conveniently located at 300 N. Webb Street, one block from the Selma Historic Business District, one block behind the famous Rudy Theatre, and directly across the street from the Selma Fire Department and Johnston County EMS.

Purpose: The Town of Selma purchased this building in 2016 and has restored it through funds donated by many individuals, corporations, and foundations. In addition, the Town was a recipient of a United States Department of Agriculture Rural Business Enterprise Grant. Because of the nature of the grant, priority for renting this facility will be given to local businesses, corporations, and civic groups. Second priority will be given to local citizens for special events. Even though this facility is managed by the Selma Parks and Rec Department.

Securing the Facility

The Rent:

Legacy Hall

Rentals Exceeding 100 People

- \$650 Damage Deposit (Refundable if no damage and facility is clean)
- \$150/Hour – 3 hours minimum
- \$1,500 – 12 hours

Rentals Under 100 People

- \$650 Damage Deposit (Refundable if no damage and facility is clean)
- \$150/Hour – 3 hours minimum
- \$1,200 – 12 hours

Business Meeting (Weekdays Only)

- \$350 Damage Deposit (Refundable if no damage and facility is clean)
- \$125/Hour
- \$1,000 – 12 hours

The Oak Room

- \$350 Damage Deposit (Refundable if no damage and facility is clean)
- \$100/Hour
- \$750 – 12 hours

(Tables and chairs are provided. Renter is responsible for setup and breakdown of tables and chairs. No outside tables and chairs may be used.)

The Catering Kitchen - (optional) \$75.00 flat fee when renting either of the areas.

(If the Lessee exceeds the rental time for more than 30 minutes, a full hour will be charged each hour thereafter, and deducted from the damage deposit.)

The Application Process:

The **Civic Center Rental Application** appears as the next to last page in this document.

1. Applications can be submitted by emailing to mjohnson@selma-nc.com, by mail to Selma Parks & Recreation: 114 N. Raiford Street Selma, NC 27576, or by person to our Recreation Main Office at 112 E. Anderson Street Selma, NC 27576.
2. Once the application is reviewed, the applicant will be contacted for additional information.
3. Upon acceptance of the application, the applicant will be instructed to secure the event date and time by (1) paying a booking deposit based on type of event, which will ultimately be subtracted from the overall rental fee as well as (2) signing the **Lease Agreement** which is also included in this brochure.
4. All checks should be made payable to the Town of Selma – Civic Center
5. **Balance of rental fee is due no later than 30 days prior to the event. If rental is**

booked less than 30 days prior to the event, full payment is due at the time of booking. Any payment made within 30 days of event must be paid in cash, cashier's check, or credit/debit card.

6. If Selma Civic Center is cleaned and there is no damage, the damage deposit will be refunded in full.

The Cancellation Policy – The Selma Civic Center strictly abides by the cancellation policy.

1. There is no penalty for cancellations that occur 90+ business days prior to the event. Damage deposits will be returned in full.

Date of _____ Initials _____

2. There is 50% cancellation fee 15-89 business days prior to the event.

Date of _____ Initial _____

3. There is a 100% cancellation fee if the event is cancelled 14 business days or fewer prior to the event.

Date of _____ Initial _____

Staff Requirements:

1. One member of the staff will be always on the premises during the rental period and their wages are included in the hourly rental amount.
2. Off duty Johnston County Sheriff's Deputies will be required at all events any time alcohol is served. An **additional \$30 per hour, per officer, will be charged in advance for this service.**
3. The use of the sound system is included in the rent. However, **if the control room must be accessed for screen/projector/computer programs, an additional staff member WILL BE REQUIRED the entire time the room is open. May also be required in other circumstances. That fee is also an additional \$25/hour.**

Special Dates:

The Civic Center will be closed to rentals on the following dates annually –

- New Year's Eve
- New Year's Day
- Easter Sunday
- Thanksgiving Day & weekend
- December 23rd-26th
- Independence Day (day prior through day after)
- Labor Day – Monday
- Memorial Day – Monday

Alcohol Policy

- **No alcoholic beverages are allowed on the property without proper ABC permits. Permits can be obtained from ABC board in Raleigh. We require your ABC permit in house 30 days prior to your event.**
- **Rental will be shut down and Lessee's will be asked to vacate premises and a formal complaint will be filed with Alcohol Law Enforcement Agency and Town of Selma Police if anyone under 21 is found to be drinking alcoholic beverages.**

Initial _____

ABC Permit Information

One-Time Permits: Limited Special Occasion Permit

A limited special occasion permit authorizes the permittee to bring fortified wine and spirituous liquor onto the premises of a business, with the permission of the owner of that property, and to serve those alcoholic beverages to the permittee's guests at a **reception, wedding, party or other special occasion** being held there. The permit may be issued to any individual other than the owner or possessor of the premises. An applicant for a limited special occasion permit shall have the written permission of the owner or possessor of the property on which the special occasion is to be held. Complete an Application for Limited Special Occasion Permit and submit with the \$50 fee.

Special One-Time Permits

The Commission may authorize the issuance of a special one-time permit for certain functions or activities as described below. The fee for each permit is \$50.00.

1. A permit may be issued to a **nonprofit organization** to allow the retail sale of malt beverages, unfortified wine, fortified wine, or to allow brown bagging, at a single fund-raising event of that organization. A permit for this purpose shall not be issued for the sale of any kind of alcoholic beverage in a jurisdiction where the sale of that alcoholic beverage is unlawful. Complete a Special One-Time Permit Application for Sale of Alcoholic Beverages and submit with the required documentation and the above fee amount.
2. A permit may be issued to a **nonprofit organization or a political organization** to serve wine, malt beverages, and spirituous liquor at a ticketed event held to allow the organization to raise funds. For purposes of this subdivision "nonprofit organization" means an organization that is exempt from taxation under Section 501(c)(3), 501(c)(4), 501(c)(6), 501(c)(8), 501(c)(10), 501(c)(19), or (501(d) of the Internal Revenue Code or is exempt from similar provisions of the General Statutes as a bona fide nonprofit charitable, civic religious, fraternal, patriotic, or veterans' organization or as a nonprofit volunteer fire department, or as a nonprofit volunteer rescue squad or a bona fide homeowners' or property owners' association. For purposes of this subdivision "political organization" means an organization covered by the provisions of GS 163-96(a)(1) or (2) or a campaign organization established by or for a person who is a candidate who has filed a notice of candidacy, paid the filing fees or filed the required petition, and been certified as a candidate. The issuance of this permit will also allow the issuance of a purchase-

transportation permit under GS 18B-403 and 18B-404 and the use for culinary purposes of spirituous liquor lawfully purchased for use in mixed beverages. Complete a Special One-Time Permit Application for Sale of Alcoholic Beverages and submit with the above fee amount.

3. A permit may be issued to a **collector of wine or decorative decanters of spirituous liquor** authorizing that person to bring into the State, transport, or possess as a collector, a greater amount of those alcoholic beverages than is otherwise authorized by this Chapter, or to sell those alcoholic beverages in a manner prescribed by the Commission. Complete a Special One-Time Permit Application and submit with the above fee amount.
4. A permit may be issued to a permittee who is **going out of business** to authorize the sale or other disposition of his alcoholic beverage's stock in a manner that would not otherwise be authorized under his permit. Complete a Special One-Time Permit Application and submit with the above fee amount.
5. A permit may be issued to a person who acquires ownership or possession of alcoholic beverages through **bankruptcy, inheritance, foreclosure, judicial sale, or other special occurrence**, and who does not already have a permit authorizing the sale of that kind of alcoholic beverage. The permit may authorize the sale or other disposition of the alcoholic beverages in a manner prescribed by the Commission. Complete a Special One-Time Permit Application and submit with the above fee amount.

Permits under this section are to be issued only for the limited circumstances and not as substitutes for other retail permits. Special one-time permits shall be valid only for the single transaction or the kind of activity specified in the permit and shall be subject to any conditions the Commission may impose as to the time, place and manner of the authorized activity. Denial or revocation of a permit under his section shall not entitle the applicant or permittee to a hearing.

Contact Information for ABC Board

Main Number:

(919) 779-0700

Fax Number:

(919) 662-3583

Email:

contact@abc.nc.gov

ALE Offices:

[Alcohol Law Enforcement Division](#)

Mailing Address:

4307 Mail Service Center, Raleigh NC 27699-4307

Location Address:

[400 East Tryon Rd, Raleigh NC 27610](#)

Permit Questions:

(919) 948-7941

Selma Civic Center Lease Agreement

This Lease is entered into between the Town of Selma and

Date of Event _____

- Renters MUST adhere to the most restrictive local, state or federal distancing, group size and other precautionary guidelines. If groups do not, rentals will be cancelled at department/town discretion and NO refunds will be issued.
- Use of the Selma Civic Center shall be restricted to the Lessee and their invited guests. The Lessee shall not sublet or assign use of the premises.
- Selma Civic Center has an open catering policy, meaning they can choose the caterer they want as long as they are licensed and insured.
- Any privately owned equipment must be setup and removed by the user at the conclusion of the lease period and shall not be left or stored on the premises.
- No amplified sound is allowed outside the Civic Center.
- Deliveries to the catering kitchen may be made at The Oak Room porch. **Cannot drive on front lawn of facility.**
- Deliveries to the stage or Legacy Hall must be made at the rear stage door. Delivery vehicles must be removed from the property immediately after material is placed in civic center.
- Due to fire and safety regulations, the following items are prohibited in the Civic Center: **smoke/fog machines, oil lamps, sparklers, birdseed, rice, open flames (enclosed flames are permitted for indoor décor), balls, frisbees, bubbles or helium balloons and confetti.**
- Children must be closely supervised.
- The Civic Center staff must approve of any adhesive prior to the event.
- Smoking is allowed outside of the facility but must be discarded in provided containers.
- No Lessee is authorized or allowed to ship or have packages delivered to the Civic Center.
- Only verified ADA compliant service animals are allowed in the Civic Center.
- Lessee may not advertise events to the public until all signed agreements and necessary documentation is on file with the Civic Center staff.
- **Town policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or any disability.**
- The Selma Civic Center will not be used for any unlawful or offensive purposes, and all users shall abide by all local, state, and federal laws.
- No firearms will be allowed on this property even with concealed carry permits.
- The Town of Selma assumes no responsibility for personal property placed on the Civic Center property before, during, or after the event. Lessee shall hold harmless the Town of Selma and any of its agents, officers, or employees for any such loss or damage.
- **Damages to the property during the rental time will be the responsibility of the**

Lessee. Those not exceeding the damage deposit will be deducted from the damage deposit and listed on a damage report. Those exceeding the damage deposit will be invoiced to the Lessee and turned over the town attorney for collection and legal action.

- In the event the Civic Center property and/or facility is damaged by fire or any other casualty or unforeseen occurrence, rendering the fulfillment of the agreement for use of the Civic Center as impossible, the lease will be terminated, and the Lessee will waive any claim against the Town for damages by reason of such termination. In that event, the security deposit will be returned to the Lessee along with any other fees collected for the event.
- Lessees shall release, indemnify, and hold harmless The Civic Center, the Town of Selma, and any employees, agents or officers from any responsibility for all damages or injury of any kind or nature (including death) to all persons whether agents or employees of Lessee or attendees of the event in question.
- **Your rental time must include decorating and cleanup. Whatever you have brought in, food, decorations, tablecloths, cups, plates, napkins, etc. must be removed from the rented area(s), placed in trash bags, and put in our outside trash containers. You must sweep the facility prior to ending your rental, and tables and chairs must be wiped down. Lessees must also clean trash outside of the facility (front steps, flower beds, lawn, and parking lot, etc.)**
- **No decorations can be hung on walls or beams. All decorations must be freestanding and approved by Parks & Recreation Director**

The Lease stipulates that the Lessee has examined the premises prior to the execution of this Agreement and is satisfied with the premises.

The Lessee agrees to assume all risks instant to or in connection with the activity to be conducted and shall be solely responsible for all accidents or injuries.

The Lessee further assumes full responsibility for the character, acts and conduct of all persons admitted to said premises by the consent of the Lessee.

In renting the premises, Lessor does not relinquish the right to control the management, thereof, and to enforce all necessary and property rules. The Lessor, through its director, policemen, firemen and other designated representative, shall have the right at any time to enter any portion of said premises for any purpose whatsoever.

If an action is filed to enforce this Lease, the Town shall be entitled to reimbursement of all court costs and attorney fees.

Lessee agrees to abide by all Terms and Conditions of the Selma Civic Center, which are incorporated herein by reference and made a part of this Agreement.

Lessee will be given a copy of this executed Lease upon signature of the Town of Selma representative and when initial deposit is rendered.

In witness whereof, the parties have agreed upon the above written

Lessor - Town of Selma

Lessee Signature_____

By_____

Print Name _____

Title_____

Mailing Address_____

Date_____

Date_____

This lease agreement was reviewed by representatives of USDA and the attorney representing the Town of Selma. It was approved by the Selma Town Council on October 10, 2021.

Selma Civic Center Rental Application

Date of Application _____

Date of Event _____

Name of Event _____

Types of Decorations _____

Contact Person _____

DOB (for registration purposes only) ____/____/____

Address (Street and PO Box) _____

City _____ State _____ ZIP _____

Day Phone _____ Evening Phone _____

Email _____

Description of Function

Access Time _____ (Time we will unlock facility)

Clear Time _____ (Time we will lock facility)

Fill in where needed: [] The Oak Room [] Legacy Hall

Seating for _____ (Tables and Chairs) (Chairs only)

Food Serving Line _____ (How many tables)

Head Table _____ (How many tables)

Podium _____ Microphones _____ Projector/Screen _____

I have read the Selma Civic Center Lease Agreement which also appears in this brochure, binding the contract between my organization and the Town of Selma. I understand that the Lease must also be completed IF this application is approved.

Signature _____

Organization _____

Town policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or any disability.

OPTIONAL INFORMATION (to be attached to the rental application)

You are not required to furnish this information but are encouraged to do so.

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. This information will not be used in evaluating your application or to discriminate against you in any way. If you should choose not to furnish it, we are required to note the ethnicity, race, and gender of the individual applicants based on visual observation or surname.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race:

- American Indian/Alaskan Native Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander White
- Other

Gender: Female Male

