

**Town of Maggie Valley**  
**3987 Soco Road, Maggie Valley NC 28751**  
**828/926-0866**

**Town Hall Pavilion Rental Policy**

Adopted 4 9 24

The Town of Maggie Valley's Town Hall Pavilion was erected in 1995 to provide the community a large assembly space. Over the years, the Pavilion has hosted countless birthday and anniversary parties, wedding receptions, homeowner's association meetings and events sponsored by the Maggie Valley Civic Association. The building's primary purpose is to host these types of small personal and community partner gatherings however with special permission issued by the Board of Aldermen other types of events hosted by non-profits may be permitted (higher user rates may apply).

The Pavilion is an enclosed building featuring eight "roll up" garage doors. Measuring approximately 3,600 square feet, it contains both a men's and women's restroom. With a maximum closed-door occupancy of 122; if all garage doors are open, it has unlimited building occupancy. The Town provides 40 tables and 110 chairs for interior use; if these chairs/tables do not meet your needs feel free to use your own.

The maximum occupancy of the facility cannot be exceeded.

The Maggie Valley Board of Aldermen reserve the right to amend the requirements and regulations for use of the facility, as necessary.

**Pavilion Reservation Fees**

(updated annually on July 1)

**Maggie Valley Resident Base Rate**

\$20 per hour (3 hour minimum \$60)

\*\*Includes an hour before for set-up and an hour after for clean-up at no additional charge

**Outside Maggie Valley Base Rate**

\$30 per hour (3 hour minimum -\$90)

**Winter Rate:** Applies to reservations made between October 15 and April 15 and will include heating charges. **The winter rate will include a \$50 charge for heating the pavilion for the first three hours (minimum) and \$20 an hour for each additional hour.**

Applications must be completed in full and returned with any necessary fees.

**A \$250 deposit check will be required when you check out the key for your event. This check will be returned to you when the keys are returned, if the facility has been left clean.**

**Pavilion Reservation Requirements**

- All reservations are on a first come basis. Reservations may be made up to one year in advance. Full payment is required to make the reservation, along with the completed signed application.
- Each calendar date may only have one reservation.
- The Resident Base Rate will apply to those residing within the corporate limits/the greater Maggie Valley Community only. The Outside rate applies to all others.
- Reservation fees are refundable if the event is cancelled at least 30 days prior to the scheduled event date, or the event may be rescheduled to an open date at no charge.

- No group or organization will be allowed in the “snack bar” section of the building. Foods may be catered or prepared off sight, warmed and served at your event.
- Adults must assure the safety of children on town premises with direct supervision.
- Hanging decorations on the grounds, walkways, driveways, and parking areas, exteriors of the building and interiors of building on town premises that could potentially damage the building or town property is prohibited.
- Designated staff from Maggie Valley has the right to enter any portion of the pavilion as needed during the scheduled event or activity.
- No additional locks can be installed on doors or equipment.
- Events with more than 75 attendees, may be limited to Saturday, Sunday, and holidays with set up allowed after 5pm the day before to prevent inconvenience and disruption within the Town Hall Complex
- Non-profits or special events use outside of traditional uses may be allowed by Board of Aldermen
- Civic Organizations (concerts, Chamber meetings, Town meetings, and Civic events) will not be charged, but must be open to the public and will pay the heat charge if necessary.
- Group Rentals (parties, private meetings, etc.) will pay the normal fee and may remain private and will pay the heat charge if necessary.
- Event Rental (shows, classes for profit, etc.) will be considered a special event and will pay \$250. These events charge entrance or participation fees, making them for profit events and will pay the heat charge if necessary.
- Maggie Valley has the right to refuse use of the facilities to any organization, group, or individual if the proposed event conflicts with the intended use of the facility, conflicts with established policies or laws, or conflicts with any other confirmed reservation.
- Permission to use the pavilion shall not in any way constitute an endorsement of the individual, group, or organization, or their policies and/or activities.

### **Set Up--Clean Up--Check Out**

- The Town of Maggie Valley will make every effort to provide a clean facility for your enjoyment, but due to the pavilion being a non-secured public facility, the Town cannot be responsible for the condition of the building outside regular office hours. If you should need to speak with Town after business hours, please contact the Maggie Valley Police Department at 828/926-0867.
- Tables and chairs may be re-arranged to fit your event needs but must be returned to storage on the stage at the end of your event. Please do not remove tables and chairs from the Pavilion.
- Renters are expected to leave the premises in the same condition in which they found them. Rentals from April 15-October 15 are required to lock the inside door only.
- For Events held October 15-April 15 please follow these additional instructions:
  - Heat should be left on 50 degrees.
  - Please leave the small window into the snack bar open
  - Prop both restroom doors open when you leave.
  - Leave the center inside door open when you leave.
  - Lock external door securely.
- All lights and ceiling fan switches are located on the back wall. Please turn them all off after your event. There is no air conditioning in the Pavilion. There are eight “garage” type roll up doors that may be left closed or opened in any configuration but must be closed prior to check out.

- The closets in the back of the room contain mop, bucket, broom, dustpan, cleaning supplies, extra trash bags and paper products. Please close and latch all roll up doors, wipe down all tables and chairs, sweep and mop ~~if necessary~~. Restrooms, tables, chairs, and floor should be free of trash, debris, food, and spills. Place all garbage in the receptacles and place your trash bags in the dumpster behind Town Hall at the end of your event. Please leave clean bags in the cans. Failing to satisfy this requirement will result in loss of deposit.

### **Prohibited**

- No drugs, alcoholic beverages, or tobacco products shall be permitted on Town Hall Pavilion premises; evidence of these ban substances being consumed at the Pavilion will result in loss of security deposit.
- No loud music or noise that would disturb surrounding neighborhoods will be allowed.
- No fireworks of any kind may be set off in or outside the Pavilion.
- No pins, nails, tacks, tape, etc. on ceilings or walls.

**\*If you should need to speak with Town Staff after regular business hours, please contact the Maggie Valley Police Department at 828/926-0867. \***

**In an Emergency, CALL 911 for Fire, Police or EMS**