

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

**Town Hall Pavilion Rental Policy**

(adopted 2/13/18)

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 shall apply).

The Pavilion is an enclosed building featuring eight "roll up" garbage bay 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 bay doors are open it has an unlimited building occupancy. The Town provides 30 tables and 110 chairs for interior use; if these chairs/tables do not meet your needs feel free to use your own.

**Pavilion Reservation Fees**

(updated annually on July 1)

**Maggie Valley Resident Base Rate**

**\$10 per hour (3 hour minimum - \$30)**

**Outside Maggie Valley 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.

**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.**

**A \$200 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 hold 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 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.
- 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-profit or special events may be allowed by Board of Aldermen approval. For these events the rental fee shall be \$250.00 per day**

### **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 personnel 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 at the end of your event. Please do not remove tables and chairs from the Pavilion.
- Renters are expected to leave the premises in substantially the same condition in which they found it. April 15-October 15 locking 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 center inside door open when you leave
  - Lock external door securely
- All light 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, dust pan, 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 personnel 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**