

**The Annex  
410C South Jones Street  
Pembroke, NC 28372**

**The Annex Rental Application and Contract**

**Name of Individual(s) or Organization:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Cell Phone Number(s):** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address(s):** \_\_\_\_\_

**Principal Contact person or Event Coordinator (List name, telephone, & email):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Will there be an admission fee? Yes** \_\_\_\_ **No** \_\_\_\_

**Time & Dates:**

**\*Set Up Date:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**\*Event Date:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**\*Tear down Date:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**Initial & Date here:** \_\_\_\_\_

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**Estimated Attendance:**

**Set up Day:** \_\_\_\_\_ **Event Day:** \_\_\_\_\_ **Tear Down Day:** \_\_\_\_\_

**Alcoholic Beverage Present:** Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes – you must have a *Certified Robeson County Sheriff Deputy on duty. See rules of contract for additional information*)

**Food Served:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Catered:** Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes – please list the name of the Catering Company with phone number and address:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Live Music or Performers:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Performers or DJ's Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Rental Rates**

We offer a complete weekend rental rate of \$500, starting on a Friday or Saturday; which includes a set-up/rehearsal day, event day, and clean-up day. Please note below our access times included in our rental package.

**Friday weekend rental access times:**

- Friday (set-up/rehearsal day) – 8:00 AM – 10:00 PM (Lock-up)
- Saturday (Event day) – 8:00 AM – 11:00 PM End Event (Lock-up)
- Sunday (Clean up day) – 8:00 AM – 11:00 AM (Lock-up & Vacate premises)

**Saturday weekend rental access times:**

- Saturday (Set-up/rehearsal day) – 8:00 AM – 11:00 PM (Lock-up)
- Sunday (Event Day) – 8:00 AM – 11:00 PM End Event (Lock-up)
- Monday (clean up day) – 8:00 AM – 11:00 AM (Lock-up & Vacate premises)

**Note: Due to The Annex being in the Downtown area and noise ordinance laws, amplified music must end no later than 10:00 PM on weekdays (Sun.-Thurs.) and 11:00 PM on weekends (Fri.-Sat.).**

**Initial & Date here:** \_\_\_\_\_

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**Rental Rates continued:**

**Week Day Rental – Monday thru Thursday - Weekend Rental - Friday/Saturday/Sunday**

- Half Day Rental \$175 (example: 4 to 6 hours Monday thru Thursday)
- Full Day Rental \$250 (example: 6 hours or more Monday thru Thursday)
- Half Day Weekend \$250 (Friday/Saturday/Sunday)
- Weekend (1 day) \$350 (Friday/Saturday/Sunday)
- Weekend (2 day) \$500 (Friday & Saturday or Saturday & Sunday)

**Additional rental items may include but are not limited to: (please initial each additional rental requested)**

**Candle Holders (\$1 each) \_\_\_\_\_ (how many?) \_\_\_\_\_**

**Table Cloths (\$6 each) \_\_\_\_\_ (how many?) \_\_\_\_\_**

**Wedding Decorations (assortment-free with weekend rental) \_\_\_\_\_**

**Janitorial Staff Cleaning Fee (\$100) \_\_\_\_\_**

**Notes:**

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***We reserve the right to NOT rent the facility for any events that The Annex believes to be inappropriate for the facilities or disrupt the community. All rentals are at the discretion of The Annex.***

**A non-refundable rental deposit of 50% of the total rental fees is required to secure an event date, along with a signed copy of The Annex Application and Contract.**

**We also require a refundable security deposit of \$100.** The security deposit will be refunded within fifteen (15) business days of the last day of the event, if premises are left in the same condition as rented. **Please leave all parts of the premises as found. Cleaning shall adhere to the Owner's standards.** (See attached Clean-Up List Addendum for required condition upon vacating premises.)

**Failure to vacate at posted lock up times will result in loss of security deposit. The remaining 50% balance of fees and Security Deposit are DUE NO LATER THAN 30 DAYS PRIOR TO YOUR SECHULED EVENT.**

**Payment is to be made payable to:**

**Fun Tech, Inc.**

**PO Box 6**

**Pembroke, NC 28372**

**Initial & Date here:**

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**Pet Policy: NO PETS ALLOWED INSIDE The Annex**

**Smoking Policy: NO SMOKING INSIDE The Annex**

**Insurance: All rentals MUST show proof of General Liability Insurance with The Annex listed as additional insured.**

**The Annex Rental Includes:**

- Large Ballroom (guest bathrooms for men & women, fully stocked with hand soap, trash bins, toilet paper and paper towels)
- 9 – 5' Tables
- 5 – 8' Tables
- 2 – Round Tables
- 4 – Buffet Tables
- 50 Chairs (approximately)
- Refrigerator w/freezer, stove, microwave, coffee maker in kitchen area
- Upon request additional decorations (seasonal)

**The Annex Clean-Up Addendum:**

- Pick up all cups, plates, silverware, etc.
- Pick up trash in parking lot in front and back of The Annex
- Place trash in dumpster
- Unplug all lights
- Clean out refrigerator & freezer, wipe down inside
- Wipe down & clean kitchen countertops, sweep & mop floor
- Wash off all tables & chairs
- Neatly stack chairs & tables- place in there storage areas (DO NOT roll tables or drag chairs across floors)
- Sweep off sidewalk
- Bathroom – clean toilets, sinks, counters, mirror, & mop floors
- Report any broken chairs or tables, or other damage to The Indigo room manager
- Turn off all lights and lock all doors (back & two front doors)

**Total Rental for this event: \$ \_\_\_\_\_**

**Initial & Date here: \_\_\_\_\_**

**The Annex Manager Signature: \_\_\_\_\_**

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The applicant, for him/her/self or the above organizations plus all members thereof, if applicable, have read and fully understand and, further agree, to abide by the policies and procedures as stated in the rental policy.

General instructions to Users, misrepresenting facts will jeopardize this Contract.

The applicant is fully aware that they will save, defend and hold harmless, The Indigo Room and Fun Tech, Inc. and /or its members or agents from any of the aforementioned risks.

**THIS CONTRACT CONSTITUTES THE SOLE, COMPLETE, AND BINDING AGREEMENT BETWEEN THE ANNEX AND THE PURCHASER/APPLICANT.**

The law of the State of North Carolina shall govern this agreement with venue in the county of Robeson. If a party breaches this agreement, the non-breaching party shall be entitled to reasonable Attorney’s Fees, court cost, and costs of collection of any valid judgment.

**I/We also swear/affirm that the above information provided is true correct to the best of my/our knowledge:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant and Title**

\_\_\_\_\_

**Print Applicant’s Name**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Events Owner/Manager (The Annex)**

\_\_\_\_\_

**Print Owner/Manager Name (The Annex)**

**Please fax, email, or mail entire signed Application and Contract to:**

**Fax #: 910-522-5995**

**Email: funtechinc@gmail.com**

**Mail: PO Box 6, Pembroke NC 28372**

**“Rental Deposit” to be mailed with Application and Contract**