



## CITY HALL FACILITY AGREEMENT

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The undersigned, as agent for the City of Southport city facility assembly areas agrees to permit the use of said assembly area to:

**ASSEMBLY AREA:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DATE(s):** \_\_\_\_\_

**TIME(s):** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

(including the number of people involved)

The organization using a city hall facility is responsible for abiding by all the rules and regulations as spelled out in the city code for such use and will indemnify the City of Southport and hold them harmless by providing a certificate of liability insurance. Such certificate of insurance will be required for each event. For regular uses of city facilities, the organization shall add the City of Southport as an additional insured and provide a certificate of insurance stating this addition. Failure to meet the rules and regulations as stated above will be grounds to deny and/or terminate the use of city facilities.

I (we) the undersigned, agree to abide by the agreement, rules and regulations and have supplied the appropriate certificate of insurance indemnifying the City of Southport.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
(print legibly)

Title: \_\_\_\_\_

By: \_\_\_\_\_  
(authorized representative of the City of Southport)