



# THE EVENTS PLACE RULES AND REGULATIONS

## MAXIMUM CAPACITY: 80

### TABLES/CHAIRS: Up to 14 Tables and 80 Chairs Included in Rental

Please initial all yellow highlighted areas below.

A copy of these initialed pages must be included with your contract to secure a reservation:

**CANCELLATION POLICY:** To obtain a refund for a cancelled event, *written notice* of cancellation must be received 30 days prior to the scheduled event date for a full refund. If cancelled less than 30 days prior to the event date, **NO REFUND WILL BE GIVEN & NO RESCHEDULING TO A DIFFERENT DATE**

### RENTAL FEES:

**ALL RENTAL TIMES INCLUDE SET UP AND CLEAN UP WITHIN THE PAID RENTAL TIME**

Rentals are not accepted on the following Holidays: New Year’s Day, Good Friday, Memorial Day, July 4<sup>th</sup> Labor Day, Thanksgiving Day and the Day After, Christmas Eve and Christmas Day

(A City of Hiram Resident receives water and/or sanitation services from the City of Hiram)

#### Weekend Rates: (Friday – Sunday)

	<u>City of Hiram Resident</u>	<u>Non-COH Resident</u>
Facility Rental – 5 hours to include set up / clean up time	\$350.00	\$450.00
Additional Hours (maximum 4 hours) (More than 9 hours becomes an all-day rental)	\$25.00/hour	\$30.00/hour
<b>ALL DAY RENTAL- 12 hours</b> to be scheduled between 8am-Midnight	\$750.00	\$975.00

#### Weekday Rates: (Monday – Thursday)

	<u>City of Hiram Resident</u>	<u>Non-COH Resident</u>
Facility Rental - 3 hours to include set up / clean up time	\$175.00	\$250.00
Add One (1) additional hour (More than 4 hours moves into 5 hour rental rate)	\$25.00/hour \$225.00	\$30.00/hour \$300.00
Facility Rental - 5 hours to include set up / clean up time	\$225.00	\$300.00
Additional Hours (maximum of 4 hours) (More than 9 hours becomes an all-day rental)	\$25.00/hour	\$30.00/hour
<b>ALL DAY RENTAL- 12 hours</b> to be scheduled between 8am-Midnight	\$750.00	\$975.00

### **VIOLATION OF ANY OF THE FOLLOWING RULES AND REGULATIONS CAN AND WILL RESULT IN FORFEITURE OF YOUR SECURITY DEPOSIT.**

**INITIALS:** **RENTAL PAYMENT:** A minimum of a \$150.00 rental payment must be paid when a contract is signed. This payment will be applied to the total rental fee. The balance of the rental fee must be paid no later than thirty (30) days prior to the reservation date or the event can be cancelled and the deposit forfeited. If your rental is within thirty (30) days of signing the contract, the total rental fee is due in CASH or money order.

**INITIALS:** **DAMAGE DEPOSIT:** A \$300.00 damage deposit payable by check is due at the time the contract is signed. This deposit will be held until 10 business days following the conclusion of your event. Monies will be returned after the cleaning crew has signed off on the physical damage form for the event, and after it is determined as to whether any of the City’s rules and regulations have been violated. **The Customer will be notified within five (5) business days if the deposit is being held for damage or breach of contract.** Damage deposit checks are to be picked up in person or the check will be shredded after the 10<sup>th</sup> business day following the rental.

**INITIALS:** **RENTAL FEE BALANCE:** The balance of the rental fee must be paid no later than *thirty (30) days* prior to the reservation date. If you must cancel the reservation, a refund will take place in accordance with the cancellation policy stated in the Rules/Regulations.

**INITIALS:** [REDACTED] **RESERVED HOURS:** The hours that were reserved for your event are strictly enforced. These hours include your *set up and clean up*.

Example: An event scheduled from 4 to 9, means you are unlocking the door at 3:45 and locking it by 9 on your way out.

**INITIALS:** [REDACTED] **KEY PICK UP:** *All events are required to pick the key up during normal business hours on the day of your event if scheduled on a weekday before 5pm. In the event of a Saturday or Sunday rental, the key must be picked up during normal business hours on the Thursday or Friday before your event. Entrance is only allowed up to 15 minutes prior to your scheduled reserved start time and your event is over per your contract at the designated end time. The key will need to be returned in the provided envelope and dropped off in the drop box located beside the drive thru window at City Hall NO LATER THAN 15 MINUTES AT THE END TIME OF YOUR EVENT.*

**INITIALS:** [REDACTED] **ALCOHOL POLICY:** A City of Hiram Police Officer will be necessary for any event that will be serving any form of alcohol during the hours that guests will be present. All guests that consume alcohol must be at least 21 years of age. **The fee for the officer is \$40.00 per hour (CASH ONLY), which must be paid in full no less than 30 days prior to your event.** The officer will be scheduled to arrive at the listed time of arrival for guests. Alcohol cannot be served until the officer has arrived. The officer will remain on the property until the event is over, all guests have departed, and the building has been secured. The City of Hiram will assign the officer on duty for your event.

**INITIALS:** [REDACTED] **ALCOHOL SERVICE:** The undersigned, as an applicant for a permit to serve alcoholic beverages at the Community Center/Events Place, pursuant to Section 6-38 of the City of Hiram Code of Ordinances, understands that he/she assumes all risk, liability and responsibility relative to the service and dispensing of alcoholic beverages during the event. The undersigned further agrees to comply with all Local, State and Federal Laws regarding alcoholic beverage.

**INITIALS:** [REDACTED] **ALCOHOL CANCELLATION:** If the event or need for an officer is canceled prior to 30 days of the scheduled event, all monies paid to date towards the officer will be refunded at a rate of 100%. Should the event or need for an officer is cancelled within 30 days of the event, all monies paid to date, less a \$70.00 nonrefundable fee for the scheduled officer will be refunded. If an event or need for an officer is cancelled within 48 hours of the scheduled date, no refund will be given and 100% of amount collected will be paid to the officer scheduled.

**INITIALS:** [REDACTED] **ALCOHOL PERMIT:** Any event that is having alcohol provided and served by a caterer must contact Jennifer Prater at 770-943-3726 x2013 to obtain an Alcohol Permit for the event. Caterers must also comply with additional ordinance regulations.

**INITIALS:** [REDACTED] **CATERING:** All components of a catered event need to be set up and removed within the reserved event times. No overnight or early drop off is allowed. Additional hours may be purchased for \$25.00 an hour to accommodate additional time your caterer may need. These hours need to be scheduled and paid for prior to your scheduled date of your event in accordance with the rental policy for this facility.

**INITIALS:** [REDACTED] **IN CASE OF EMERGENCY:** During your rental, in the event of a medical emergency, please contact 911. Should you need to report either electrical, water or heating and air **EMERGENCIES ONLY**, call 678-776-9060 or 678-776-8929.

#### GENERAL RULES:

- INITIALS:** [REDACTED] The number of tables and chairs as requested per your contract will be set out. It is your responsibility to set them out as you wish for your event.
- INITIALS:** [REDACTED] **FURNITURE/FIREPLACE MANTEL/ACCESSORIES ARE NOT USABLE DURING YOUR EVENT.** These pieces may **NOT** be used for seating, food, beverages, decorations, etc. for any reason. Any damage sustained to these pieces will be the contracted person's monetary responsibility.
- INITIALS:** [REDACTED] The approved copy of the contract must be with the contact person while using the facility.
- INITIALS:** [REDACTED] No smoking or tobacco use will be allowed inside the Facility. Smoking is permitted outside the Facility. Proper disposal of tobacco products is the responsibility of Lessee.
- INITIALS:** [REDACTED] All members of the party must adhere to the rules at all times.
- INITIALS:** [REDACTED] Do **NOT** alter the thermostat it is preset to take into consideration maximum capacity during an event.
- INITIALS:** [REDACTED] Items that are not allowed *inside or outside* the facility are as follows:
  - Confetti, glitter, rice, and birdseed (even in regards to a wedding) hay, pine straw, etc.
  - Personal, mobile grills (All sidewalks, passageways, halls, and exits shall not be obstructed at any time.)
  - No activities may be set up outside the facility, for example; inflatables and water activities.
  - Fire, candles, tiki torches, and all other open flames. Birthday candles are permitted in short periods of time to sing, take a picture, etc. Steno cans are permitted for food service only.
  - Smoke Machines, Fog Machines, Gasoline, explosives, oils, and other artificial lights
  - Nails, tacks, staples, glue on any fixtures, wall, shutters, doors, floors, or windows.
  - Scotch, masking, or duct tape on any fixtures, wall, plantation shutters, doors, floors, or windows.
  - Painting, staining, repairs, or alterations to change appearance or contours of said building or property

8. INITIALS: [REDACTED] Children must be supervised by an adult at all times.
9. INITIALS: [REDACTED] There is no podium, projector or P.A. system available for public use.

#### **CLEAN UP RESPONSIBILITIES:**

1. INITIALS: [REDACTED] Garbage is to be bagged, tied and placed in the dumpster. Trashcans should be placed by the kitchen before leaving the facility. The Lessee accepts the facility in good order, and repair, and agrees to leave the facility (building, grounds, furniture, and equipment) in like condition to the City of Hiram, free of debris and garbage.
2. INITIALS: [REDACTED] Items furnished that need to be cleaned and remain at facility if used are:  
Refrigerator, and large capacity microwave, convection oven and coffee maker (cleaning supplies are not provided)
3. INITIALS: [REDACTED] Unfurnished Items that need to be cleaned / removed: All decorations, food, containers, and all rentals.
4. INITIALS: [REDACTED] Lessee is prohibited from removing furnishing / equipment owned by the City of Hiram from the event center.
5. INITIALS: [REDACTED] Tables and chairs should be cleaned of any table decorations. They do not need to be stacked back as they were when you arrived; you will just leave them, as they were set up for your event. The City of Hiram's cleaning service is responsible after your event to inspect and put these items away.
6. INITIALS: [REDACTED] Make sure all of your items have been removed from the building. Turn all lights off when you leave, and confirm that all exterior doors are closed and locked.
7. INITIALS: [REDACTED] ***Key Return: All events require the return of the key on the day of their event no later than 15 minutes from the scheduled end time. The key should be returned in the provided envelope and dropped in the drop box located at City Hall next to the drive thru window.***

#### **LIABILITIES, RESPONSIBILITIES, AND ADDITIONAL INFORMATION:**

1. INITIALS: [REDACTED] The Lessee understands that the rental of this facility is for **personal use only**, and cannot be used in conjunction with any activity that requires a financial transaction. No public or open to the public events are allowed.
2. INITIALS: [REDACTED] The Lessee shall be liable for any and all damages caused through their own act or the acts of anyone visiting the facility upon the invitation of said lessee or any portion thereof or to persons or property for which the City is held responsible. Any damaged sustained during an event and found to be caused by the Lessee or the guests of the Lessee, whether invited or uninvited, shall be documented and quotes will be obtained to fix, repair or replace the item(s) damaged. The Lessee will be contacted within five business days regarding the damage and your damage deposit will be used to pay for those damages. Those damages that exceed the deposit on hold will require an immediate additional payment. The Lessee is the sole responsible party for damage sustained during the rental hours of their event and if it is found to be other persons in attendance that caused the damage, it is the Lessee's responsibility to collect monies to pay for the damages directly from those guests. The City will not be responsible for collection of monies from any other parties other than the Lessee that has signed this contract.
3. INITIALS: [REDACTED] Surveillance Cameras are active at our rental facilities. These are for your protection as well as ours. Any damaged sustained during an event and found on video to be caused by the Lessee or the guests of the Lessee, whether invited or uninvited, shall be documented and quotes will be obtained to fix, repair or replace the item(s) damaged. The Lessee will be contacted within five business days regarding the damage and arrangements to pay for the damage will be made with the City Operations Manager, Mr. Jody Palmer. The Lessee is the sole responsible party for damage sustained during the rental hours of their event and if it is found to be other persons in attendance that caused the damage, it is the Lessee's responsibility to collect monies to pay for the damages directly from those guests. The City will not be responsible for collection of monies from any other parties other than the Lessee that has signed this contract.
4. INITIALS: [REDACTED] Lessor reserves the right through its officers or agents to reject any objectionable party or parties from the facility. Upon exercise of this authority through any of its employees, agents, or police officers, Lessee hereby waives any and all claims for damages against the City of Hiram.
5. INITIALS: [REDACTED] The Lessee understands that usage of the facility and all contents and equipment is at your own risk. The Lessee hereby releases said City from any and all damages to persons or property during its use of facility. Lessee also agrees to indemnify and hold harmless the City against any and all claims sustained by any person, including the Lessee, which may result from the use of said facility by Lessee. The indemnification herein agreed to by the Lessee shall include indemnification for negligent acts of the City or any of its agents, servants, or employees.
6. INITIALS: [REDACTED] Lessor reserves the right, without notice, to cancel this lease at any time whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used for any other than that specified by the lease, or if Lessee's use constitutes a nuisance or is in any other way in violation of the laws or ordinances of the City of Hiram or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation.