



## BLAKELY CIVIC CENTER RENTAL AGREEMENT

Name \_\_\_\_\_ Maiden Name/Other \_\_\_\_\_

SSN or DL \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Rental Date \_\_\_\_\_

Purpose \_\_\_\_\_

### I. Rental Fee Schedule

Four (4) hours or less \$120.00 due upon signing of this contract.

Four (4) hours or more \$180.00 due upon signing of this contract.

A \$50.00 cleanup deposit must also be paid upon the signing of this contract but will be returned once the facility is deemed to have been adequately cleaned.

No discounts shall be permitted except by direct authorization of the Mayor.

An advance fee deposit of  $\frac{1}{2}$  of the total rental fee is required within ten (10) working days of making a reservation. If the advance deposit is not received within the ten working days, the reservation will be considered cancelled. No reservation will be confirmed until a signed contract and  $\frac{1}{2}$  of the rental fee has been received. The balance of the rental fee is due upon the signing of the contract.

Keys to the Civic Center should be returned no later than 10:00am on the day following the date of reservation. Where the date of reservation occurs on a Saturday or Sunday, the key should be returned and the fee paid no later than the following Monday. The facility may be rented at City Hall by speaking with the Facility Supervisor, located at 12246-E Columbia Street, Blakely, GA 39823. The office hours are 8:00 AM to 4:30 PM Monday through Friday, closed Saturday, Sunday and holidays.

In order to receive a full refund of the rental fee, cancellations must be made no less than thirty (30) days prior to the event. Cancellations made after the thirty (30) day limit may result in forfeiture of the entire rental fee amount. In the event a change of date is needed, the Facilities Supervisor must be notified thirty (30) days in advance, or the renter may have to pay for both dates. No waiver of this policy shall be allowed except by direct authorization of the City Administrator.

## **II. Cleaning and Damage Deposit**

A Cleaning and Damage deposit will be charged for each reservation. The Cleaning and Damage Deposit will be \$50.00.

The Cleaning and Damage deposit is due when the key is picked up from City Hall. A key will not be issued until all fees have been paid.

If no damages are incurred and the facility is returned in its original condition, the deposit will be returned to the renter. When damages are incurred, or if the facility is not left in satisfactory condition, the deposit will be withheld and any balance for repairs or for cleaning beyond the normal limits will be charged directly to the renter.

The Cleaning and Damage deposit will not be returned until all keys are returned to the Facilities Office on the first business day after the rental and the facility passes inspection.

## **III. Renter's Responsibilities**

The renter is responsible for setting up for the event as desired. The renter is also responsible for obtaining any additional equipment needed such as additional tables or chairs.

Each renter is responsible for the following:

1. Cleaning the Civic Center before leaving the building after the activity. Please do not leave with the intentions of returning the next morning to clean up.
2. Moving no more than 8 tables at a time on a dolly when moving between rooms.
3. Do not drag tables and chairs across the floor nor permit this to be done by others at the event.
4. Return all tables to their original position.
5. Return all chairs to their original position.
6. Mop up any spills as they occur.
7. Pick up litter and trash from inside and around the outside of the building and deposit the trash in the poly karts provided.
8. Pick up trash and litter from the restrooms.
9. Set the thermostat to the desired temperature. This is to be done early enough in the day to ensure comfort. Please increase the thermostat to no more than 78 degrees at any time.
10. A hex wrench is provided to lock the panic bars on the front doors open during the event. Use this wrench only on the front doors. Be sure the wrench is returned with the keys.
11. Renters shall not allow children or others to touch or come in contact with the ceiling tiles.
12. Pictures and/or decorative items are not to be removed from the walls. Renters will be charged \$100.00 each for any paintings damaged or missing.

Reservations will be made strictly on a "first come first served" basis.

## **IV. Civic Center Rental Includes**

1. 15 Tables (8' rectangular tables)
2. 50 Chairs
3. Heat and/or air conditioning (\* NOTE: A/C should be set at 78° before leaving the facility)
4. Basic facility lighting
5. Water as installed
6. Microwave oven
7. Refrigerator
8. Sink
9. Bunn coffee maker (does NOT include coffee, cream, sugar, filters, cups, etc.)

10. Handicapped accessible restrooms
11. Audible fire alarm system
12. Cleaning supplies

## V. Rental Restrictions

1. Functions where tickets are sold to the public for admission are not permitted in the Blakely Civic Center.
2. Private dances - dances are permitted where guests are given personal invitations at no charge.
3. Decorations are not to be stapled, tacked, nailed, or otherwise affixed to the walls or the ceiling. Any/all decorations used in the facility are to be removed by the renter immediately after the event.
4. The only signs permitted on the Blakely Civic Center are the ones identifying the Civic Center itself.
5. Reservations cannot be made more than one (1) year in advance except those by the City of Blakely for such functions as employee events, retirement banquets, etc.
6. The only free usage of the Civic Center will be for governmental functions such as Public Hearings and meetings/events conducted by the City of Blakely.
7. Smoking is not permitted in the Civic Center. Gambling is not permitted in any form.
- 8. Alcoholic beverages are not allowed on the premises.**
- 9. Renter must be 21 years of age.**
10. All State and Local Fire Codes must be observed in addition to any City Codes and Ordinances.
11. Trade Shows are permitted at the Civic Center. They should be held only Monday through Thursday and no longer than two (2) days in length.
12. Craft shows, religious events, bazaars, etc., are to have local sponsorship for events. A letter from the Principal, President or other authorized person is to accompany the contract when the reservation is made.
13. Local non-profit organizations may rent the Civic Center for shows or exhibits. These should be no more than two (2) days in length and not use both a Saturday and a Sunday.
14. There is very little storage space at the Civic Center. All decorations, sound and catering equipment, etc must be removed from the premises immediately after the event.
15. Tables and chairs must be returned to their original positions. Under no circumstances should the renter "drag" any of these items across the floor of the facility.
16. The Occupancy Load for this building has been set by the State Fire Marshall and is posted by the entrance. Any violation of this code and any fines, fees, or forfeitures as a result of such violation are the sole responsibility of the renter.
17. All activities must be ended and building secured by 1:00AM
18. Exceptions to these restrictions can be considered on a case-by-case basis by the City Administrator.

## VI. Security

Security is to be provided for events such as private dances and other events deemed necessary by the Facilities Supervisor. Coordination for security coverage as well as all costs for security is the responsibility of the renter. The facilities office assumes no responsibility for obtaining or paying for security coverage. The name(s) of the off-duty police officer(s) or private security company must be provided to the facilities supervisor at least two (2) weeks prior to the date of the event.

**VII. Kitchen Policies**

1. The renter is responsible for returning the kitchen to its condition prior to the event. Food is not to be left on the counters or in the refrigerator, microwave, counters, etc. Coffee maker should be cleaned with the pots rinsed out and left emptied and the burners turned off. All counter tops are to be wiped down.
2. Grease and food are to be disposed of properly. Grease is not to be poured down the sinks.
3. Cooking utensils are not furnished.

**VIII. Violation of this Contract**

Renter hereby agrees that this contract signifies the entire contract between the renter and the City of Blakely. The renter acknowledges that the City may charge additional fees, as appropriate, should this contract be violated in any regard or should the Civic Center not be returned in the condition found prior to the event. Renter hereby acknowledges that the Civic Center includes not only the primary structure, but also the parking lot, fencing, air conditioning unit, and any other fixture associated with the Civic Center.

|                  |      |   |
|------------------|------|---|
| Renter Signature | Date | Facility Supervisor, Stephanie Y. Hanks |
|------------------|------|---|

A copy of Driver's License or photo ID must be provided by the renter.

Payment Information

Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_

Balance Paid \_\_\_\_\_ Date \_\_\_\_\_

Cleaning and Damage Deposit:

Amount Refunded \_\_\_\_\_ Date Refunded \_\_\_\_\_

**I, \_\_\_\_\_, do hereby certify**

**that I have received a copy of the above contract.**

**Signed, this \_\_\_\_\_ day of \_\_\_\_\_,**

**20\_\_\_\_\_.**



**BLAKELY CIVIC CENTER RENTAL REFUND**

\_\_\_\_\_ is eligible for a full / partial refund in the  
amount of \$ \_\_\_\_\_ for the security deposit put up for the rental of the  
Blakely Civic Center.

\_\_\_\_\_  
(address)

Date \_\_\_\_\_ Mail \_\_\_\_\_ Hold for pickup \_\_\_\_\_

Stephanie Y. Hanks \_\_\_\_\_