

CORNELIA COMMUNITY HOUSE RENTAL TERMS AND AGREEMENT

Please read the entire rental agreement carefully!

When renting City buildings, the **person signing the rental application assumes responsibility** for compliance with the rental agreement.

If problems exist in the facility or occur during your event, notify:

City Hall	Monday-Friday 8 AM- 5 PM	706 778 8585
Fire Department	Evenings and weekends	706 778 4343

Rental time Rental time is from **9 AM till 12 midnight**. A fee of **\$100 per hour** is charged for each hour or portion thereof that the building is occupied before 9 AM and/ or past 12 midnight.

Returned checks will not be re-deposited. A **\$30 cash fee** will be charged for returned checks.

Reservation Deposit The reservation deposit will be applied to your rental fee.

Reservation deposit of **1/2 your rental fee** is required the day you make the application to guarantee the rental. The balance is due 1 month prior to event.

Cancellations

Cancellations made:	Amount refunded:
6 months before rental date	Entire deposit
Less than 6 months before rental date	No deposit

Damage deposits are fully refunded by the following Friday **provided no infractions occurred.**

Less than 100 people	\$ 1000.00
*100 people or more	\$ 1500.00
*Alcohol served	\$ 2500.00
Damage Deposit is cash, credit card or Money Order only:	

***Police officer(s) are required** for events **servicing alcohol** or having **more than 100 people** in attendance. Events with less than 100 people in attendance do not require officers. Officer(s) are to be present **from the time the event begins until the last person vacates** the building. The fee for each officer is **\$25 per hour. (Minimum of 4 hours)**

*Police officer(s) required	Events not servicing alcohol
0	No officers are required for events with less than 100 people
1	Officer is required for events with 100 people or more
*Police officer(s) required	Events servicing alcohol- beer, wine, and/ or champagne
1	Officer is required for any event with alcohol
2	Officers are required for events serving alcohol with 100-200 people
3	Officers are required for events serving alcohol with more than 200 people

Costs deducted from the damage deposit:

- ➡ Building repairs; replacement of fixtures, appliances, and furnishings; repairs requiring specialized services- **cost plus 15% administrative cost**
- ➡ Additional cleaning, decoration removal, and litter removal-**\$25 per hour**
- ➡ **Occupation before 9 AM or after midnight**- either by renter, guests, or equipment, furnishings, decorations, and other items provided by rental companies and caterers **\$100 for each hour or any portion thereof**
- ➡ **Any other costs** incurred as a result of rental use

Forfeiture of entire deposit and termination of rental:

- ➡ **Occupancy** by more people than stated in the rental application
- ➡ **Alcohol**- serving, possessing or consuming of alcohol **not specified in the rental application, without the presence of police officers** at the event, or **by minors**
- ➡ **Any actions, articles, or substances prohibited by law by renter or guests**

**Should costs exceed the amount of deposit,
renter will be billed for additional costs.**

Beer, wine and champagne are permitted with payment of an **additional deposit** and with the presence of **police officers** hired for the event.

- **If you are serving liquor in addition to or instead of wine, champagne or beer, an additional \$100.00 fee will be charged.**
- **Alcohol possession or consumption** is allowed **ONLY if alcohol is included in the rental agreement and police officers are present.**
- **Alcohol consumption by minors** is **strictly prohibited** in any City facility, regardless of the rental status.
- **Police officers are required** for all events serving alcohol.
- **Only beer and wine** may be served- liquor is not permitted
- **Laws and ordinances** governing the consumption of alcohol, public drunkenness and disorderly conduct **will be strictly enforced**
- **Sale of alcohol is prohibited**

**Violation may result in forfeiture of the entire deposit and/or
termination of the event.**

Decorations

- **Confetti, rice and glitter** are **not to be used inside or out.**
- **Helium filled balloons** can tangle in fans, causing damage to motors. **Secure balloons** to prevent this.
- **Staples, thumbtacks, and other piercing items** damage walls- **don't use them** to secure decorations.
- **Decorations and products used to secure decorations** **must be removed** by the end of your rental period.
- **Candle wax** **must not be allowed to drip** on furnishings, floors or fixtures.

Renter will be charged \$25 each hour spent to remove decorations, and/ or repair damages from decorations and securing devices.

Building and Furnishings

Rental includes the use of:

- 214 Padded chairs
- 14 rectangular tables- 72" x 30"
- 15 round tables- 60"

- 72 plastic chairs
- 10 39" Bar Tables can be rented for \$10/table
- 5 48" Round Tables
- Kitchen and appliances

Grounds The renter is responsible for removing trash and preventing damage to the lawn, fountain, and monument areas. Sporting activities are not permitted on the Community House grounds.

Cleaning Renters are responsible for the following cleaning duties:

- **Garbage-** bag and place outside in containers
- **Clean any spills** from carpets, floors and furnishings
- **Remove all items** from appliances, closets, and cabinets. Wipe out spills.
- **Tables and chairs-** wipe clean and **leave standing. Do not put tables and chairs away.**
- **Litter removal** from porches, parking areas and grounds.

The City is not responsible for items left in the building after rentals.

Fire Alarms Renter is responsible for compliance with Georgia fire codes.

- GA Code 1-14.1 Any person discovering a fire must notify the person in charge of the premises and all occupants and guests, and then to notify the fire department.
- GA code 1-14.2 prohibits alarm of fire when no fire exists. It is a violation of GA Code 1-4.3 for any person to misrepresent facts for the purpose of interfering with the orderly operation of the fire department or with the intention of misleading any fire department personnel.
- GA Code 1-15.1 No person shall render a system of any fire-extinguishing system, device or fire warning system inoperative or inaccessible.

Keys may be picked up:

- 8 AM to 5 PM Monday through Friday at Cornelia City Hall the day before or the day of rental; weekend renters may pick up keys on Friday

Return keys to:

- Cornelia City Hall 8 AM to 5 PM Monday through Friday

A fee of \$25 each is charged for lost door keys.

Occupancy Maximum safe occupancy is **300**.

Rental and Catering company equipment, furnishings, decorations, and other items provided by rental companies and caterers **must not be in the building before 9 AM and must be removed before midnight.**

Smoking is not permitted inside the Community House. Use containers outside to dispose of butts.

I understand this agreement and will comply with all rules and regulations.

I agree to take full responsibility for any damages incurred during the rental period.

The City of Cornelia is released from any liability resulting from injury to myself or other persons, damage to and/ or theft of personal property while using Community House.

Signature of renter _____ Date _____

Witnessed by _____ Date _____