

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 of compliance with the rental agreement.

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

City Hall: Monday-Friday 8am to 5pm 706-778-8585

Fire Department: afterhours and weekends 706-778-4343

Rental time: Rental time is from 9am to 12 midnight. A fee of \$100 is charged for each hour, or portion thereof, that the building is occupied before 9am and/or past 12 midnight.

Returned checks: These will not be re-deposited and a cash fee of \$30 will be charged.

Reservation deposit: This will be applied to your rental fee. We require half of your rental fee the day you book to guarantee the rental. The balance is due 2 weeks prior to your event date.

Cancellations:

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

Damage deposit: these are fully refunded by the following Friday, provided no infractions occurred. The damage deposit is cash or credit card only.

Less than 100 people	\$1000.00
100 people or more	\$1500.00
Alcohol served	\$2500.00

Police officer(s): They are required for events serving alcohol and/or having more than 100 people in attendance. The officer(s) are to be present for the time the event begins until the last person vacates the building. The fee for each officer is \$35 per hour. (Minimum of 4 hours)

Police officer(s) required	Events not serving alcohol
0	Less than 100 people in attendance
1	100 or more people in attendance

Police officer(s) required	Events serving alcohol
1	Is required for any event serving alcohol
2	Are required for events serving alcohol with 100-200 people
3	Are required for events serving alcohol with 200+ people

Damage deposit infractions:

- Building repairs, repairs or replacement of fixtures, appliances, or furnishings. Repairs requiring specialized services will be assessed at cost plus a 15% administrative fee.
- Decoration removal, litter removal or any other necessary cleaning will be charged at \$25 per hour spent.
- Any other cost incurred from damage to property.

Forfeiture of entire deposit and termination of rental:

- Occupancy by more people than stated in rental application.
- Alcohol – serving, possessing or consuming of alcohol not specified in rental application without the presence of a police officer(s), or by minors.
- Any actions, articles, or substances prohibited by law by renter or guest.

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

Alcohol:

- Alcohol possession or consumption is allowed only if alcohol is included in the rental agreement and officer(s) are present.
- Alcohol consumption by minors is strictly prohibited in any City facility, regardless of rental status.
- 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 entire deposit
and/or termination of event.**

Decorations:

- Confetti, rice, and glitter are prohibited.
- No staples, thumbtacks, and other piercing items may be used on the walls.
- If using real candles make sure they do not drip wax on floors, fixtures, or furnishings.

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

Furnishings included in Rental:

- 214 - padded chairs
- 14 - 72" x 30" rectangular tables
- 15 - 60"
- 5 - 48" round tables
- 72 - plastic chairs

10 – 39" bar tables can be rented for an additional \$10 per table.

Cleaning- Renters are responsible for following:

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

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

Fire Alarms:

- 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 1-14.3 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: these can be picked up Monday-Friday 8am to 5pm, at Cornelia City Hall, the day before or the day of the rental. A fee of \$25 will be charged for any key not returned.

Occupancy: maximum safe occupancy is 300.

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

I understand this agreement and will comply with all the 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 the Community House.

Signature of renter _____ Date _____

Witnessed by _____ Date _____