



CITY OF SNELLVILLE

2342 Oak Road, Snellville, GA 30078 ... 770-985-3587 ... Fax: 770-985-3525
www.snellville.org

Rental Date: _____ Day: _____ *Rental Hours: From _____ To _____

* Rental hours are inclusive of necessary time for preparation prior to event, event and post event take down and clean up.

Applicant _____ Home Phone _____ Work Phone _____
(Must be at least 21 years of age)

Address _____ City _____ State _____ Zip _____

Email _____ Cell Phone _____ Type of Function _____

Type of Use: Individual _____ Non-Profit _____ Profit _____ 501(c)(3) Verification _____

Anticipated Attendance _____ # Vehicles _____

Requested Facility: Community Room _____ Lobby _____ Set-Up Diagram Provided: Yes _____ No _____

FACILITY RENTAL, DEPOSIT AND ATTENDANT FEES
(4 HOUR RENTAL - 7 A.M. to 11 P.M.)

<u>Community Room</u>	<i>Non-profit Groups and Individuals</i>		<i>Profit Groups and Businesses</i>		<u>Deposit</u>
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>	
Monday-Thursday	\$290.00	\$390.00	\$325.00	\$390.00	\$200.00
Friday-Sunday	\$340.00	\$390.00	\$390.00	\$465.00	\$200.00
Additional Hour(s)	\$85.00 per hour Monday-Thursday \$110.00 per hour Friday-Sunday				
Price includes Facility Attendant Fee - \$10.00 per hour (Minimum 4 hours)					

<u>Lobby</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Monday-Thursday	\$150.00	\$200.00	\$200.00	\$250.00
Friday-Sunday	\$150.00	\$200.00	\$200.00	\$250.00
Additional Hour(s)	\$25.00 per hour			
<i>(Lobby can only be rented in conjunction with Community Room rental. Not available during business hours.)</i>				

*Residents are those persons who live or operate a business within the incorporated city limits and pay city taxes. Proof of residence or business ownership is required (i.e. - valid driver's license, occupational tax certificate).

		<u>FOR OFFICE USE ONLY</u>
<input type="checkbox"/> Resident Fee	\$ _____	Staff Signature: _____
<input type="checkbox"/> Non-Res Fee	\$ _____	Date: _____
<input type="checkbox"/> Profit/Business Fee	\$ _____	Facility Attendant: _____
<input type="checkbox"/> Deposit	\$ _____	Comments: _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> VISA / MC		
Receipt # _____		
Check # _____		
Name on Check: _____		
Deposit Request Date: _____		

(A \$25 fee charged for all returned checks.)

FACILITY RENTAL AGREEMENT RULES

RENTAL PAYMENT

One hundred percent (100%) of the Rental Fee, Deposit, and Facility Attendant Fee is required at the signing of the Rental Contract. All checks should be made payable to City of Snellville.

FACILITY ATTENDANT

A Facility Attendant is required during the evening hours or on weekends. This person, selected by the City, is scheduled to open and close the facility and provide assistance and building security.

DEPOSITS

Deposits will be refunded within 30 days of the rental except in the following circumstances:

1. Loss of deposit if premises are not vacated at designated time.
2. The facility, furnishings and grounds are not left in a clean condition at the end of the rental.
3. There is damage to the facility, furnishings, and/or grounds.
4. Any rental guest or invitee displays improper conduct as determined by the attending Facility Attendant. Improper conduct shall include, but not limited to, presence of alcohol, apparent intoxication, abusive or threatening language, physical violence and lewd behavior.

CANCELLATION/REFUND

The renter must notify City of Snellville in writing of a cancellation no less than ten (10) business days prior to reservation date in order to receive a 100% refund. Request for cancellation made less than ten (10) business days, but at least five (5) business days prior to your event date, will receive a 50% refund. Refund requests made less than five (5) business days prior to your event will not receive a refund. A \$5.00 administrative fee will be deducted from all approved refunds.

ALCOHOL IS PROHIBITED

No person is permitted to bring, use or serve alcoholic beverages in the building or on the property.

SMOKING

This is a Non-Smoking facility.

UNAUTHORIZED AREAS

Renters are responsible for actions both inside and outside the building. The renter and invited guests are only allowed in those areas identified in the rental contract.

DECORATIONS/ BALLOONS

NO decoration can be attached to any part of the facility (includes walls, banisters, doors, windows, etc.). Balloons are NOT allowed.

ENTERTAINMENT

Entertainment is subject to approval.

FOOD AND BEVERAGES

Renter is responsible to confine food and beverages to the designated rental area.

CANDLES

Candles used for decorating must be contained in a hurricane globe, votive or approved food warmer. Drip-less candles are allowed for ceremonies subject to approval and must be extinguished immediately following the ceremony.

BIRD SEED/RICE/FLOWER PETALS/CONFETTI/SPARKLERS/BUBBLES

Due to safety concerns, stains and environmental concerns, the throwing of birdseed, rice, flower petals, confetti or use of sparklers is not allowed.

COMMUNITY ROOM PROCEDURES

The cleaning of the Community Room is your responsibility after your rental is over. If there are any questions or should problems arise during your rental, please bring them to the attention of the Facility Attendant. The following rules have been established for your protection and will hopefully assist you in having an enjoyable activity:

- 1) The set-up of the rented area will be completed prior to the event. This set-up is included in the Rental Fee and is based on the renter's specifications. (See Set-Up Diagram Information)
- 2) The renter is responsible for leaving the facility in the same condition as when the rental began.
- 3) ALL GARBAGE must be placed in trash bags and disposed of in the outside Dumpster located in the parking lot. (See Facility Attendant for additional trash bags.)
- 4) Vacuuming and/or sweeping of rental area is required at the conclusion of the rental event. This clean-up must be completed within the rental hours detailed on the contract.
- 5) Cleaning the Kitchen includes all of the following:
 - a) Thorough washing of counter tops and preparation tables
 - b) Sinks free of food, trash, etc.
 - c) Refrigerator and microwave free of spills, food, crumbs, leftovers, etc.
 - d) Floors swept and spills cleaned up
(Brooms, mops, etc. will be provided to assist you with cleaning.)
- 6) Any damage to the facility during the rental is the Renter's responsibility.
- 7) The room temperature is on a set temperature. The Facility Attendant does not have the ability to adjust the temperature.
- 8) At the end of the rental you will be required to complete a walk-through with the Facility Attendant to verify that the facility has been checked and the condition of the facility.

LOBBY PROCEDURES

The rental of the Lobby is in conjunction with the rental of the Community Room and the same rules listed above apply to the Lobby. The Lobby is NOT available during office hours.

SET-UP DIAGRAM INFORMATION (Set-Up Included in Rental Fee)

The set-up diagram should illustrate the number of round tables and chairs and the number of rectangular tables required and the desired location. All set-up diagrams must be received 10 business days prior to the function.

The Community Room is 1600 sq. ft., includes 20 – 60” round tables, 10 – 6’ rectangular tables, and 120 chairs. The kitchen is 200 sq. ft., includes a full-size refrigerator, microwave, sink and counter space.

It is unlawful for any person to sell or offer for sale merchandise for profit on City of Snellville grounds without express written permission from the City. Non-Profit groups must submit in writing and have prior approval to rent a facility for fundraising activities.

Special Events/Requests May Require The Following:

Do you or your organization have current liability insurance for these activities? Yes _____ No _____
(Please attach a copy of coverage, amount, carrier, carrier telephone number)

Will food, goods, or services be sold? Yes _____ No _____
(Requires approval from City of Snellville)

Will you have security (police) present? Yes _____ No _____

Certificate of Insurance Required: Yes _____ No _____ Date Received: _____

CERTIFICATE OF INSURANCE MUST BE SUBMITTED NO LATER THAN TEN (10) BUSINESS DAYS PRIOR TO EVENT DATE AND LIST CITY OF SNELLVILLE AS ADDITIONAL INSURED.

INSURANCE AGREEMENT

Liability insurance may be required based on the nature of the activity. Applicant will, at own expense, keep in force during the term of this agreement, insurance from a licensed insurance company. Required certificate of insurance will evidence insurance including: Comprehensive Liability Insurance with a minimum limit of one million dollars per occurrence combined single limit to Include Premises, Personal Injury, and Operations. City of Snellville must be listed as additional insured Party.

INDEMNIFICATION

Renter shall indemnify and hold harmless the City of Snellville, its officers, agents, employees and public officials from all liability, claims, demands and cost of every kind and nature, including attorney's fees at trial or appellate levels and all court costs arising out of injury to, or death of persons, and damage to any and all property including loss of use therefore, resulting from or in manner arising out of or in connection with activities or use of the facilities that are mentioned previously. The Applicant will, upon request of the City of Snellville, defend and satisfy any and all suits arising from its use of the premises.

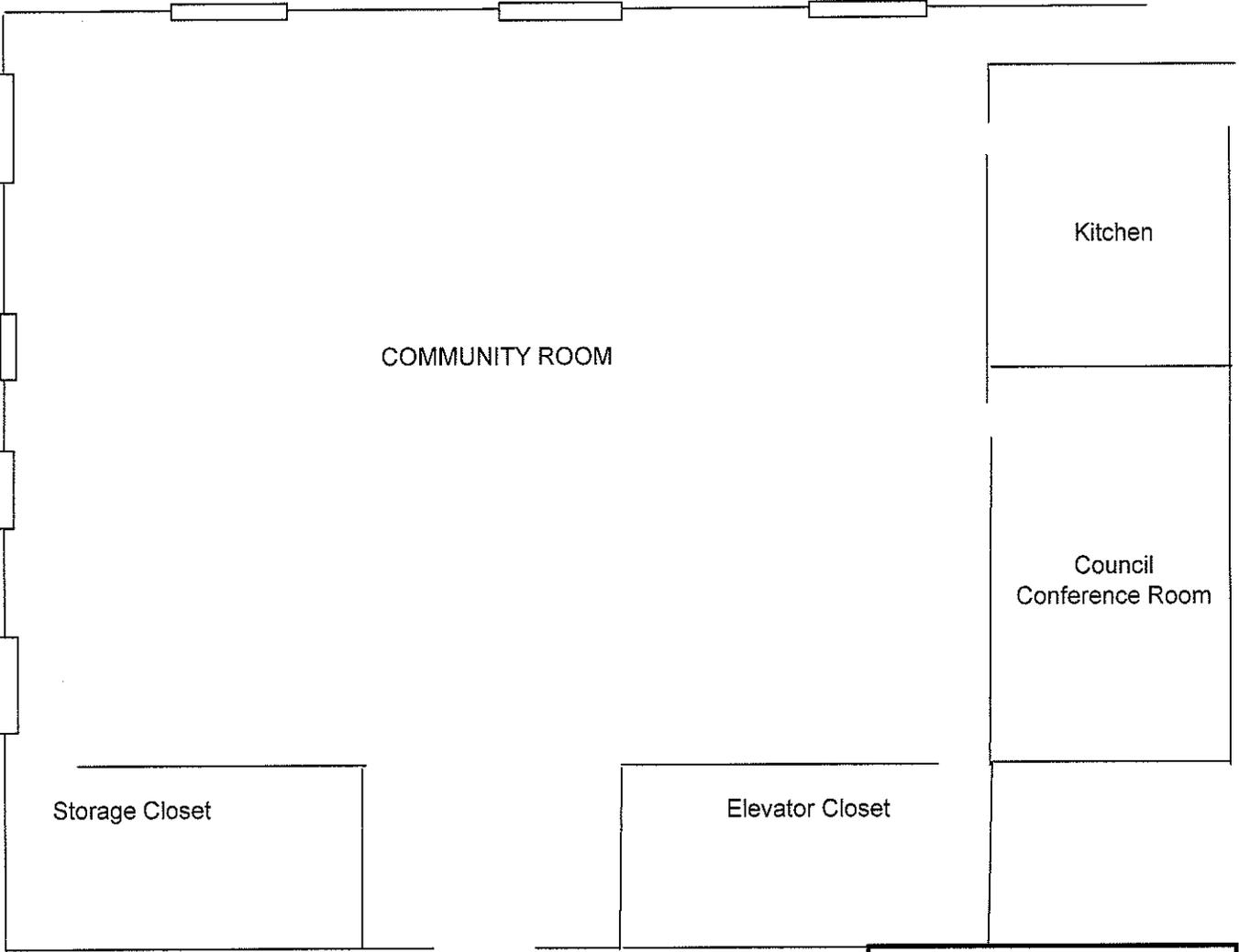
The Renter acknowledges and agrees that the Renter is encouraged to examine and inspect the City facilities, to assess their condition, suitability, and fitness for the Renter's permitted use. **RENTER ACKNOWLEDGES AND AGREES THAT THE CITY MAKES NO EXPRESSED OR IMPLIED WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING WITHOUT LIMITATION, ANY EXPRESSED OR IMPLIED WARRANTIES OF SUITABILITY OF FITNESS FOR ANY PARTICULAR PURPOSE OR FUNCTION. THE RIGHT TO USE CITY FACILITIES IS GRANTED ON AN "AS IS" AND "WHERE IS" BASIS ONLY.** Renter further acknowledges that the relationship between the parties is not that between the landlord and tenant as defined in Georgia law.

I have read this contract in its entirety and agree to the terms, date, time, facility and fees of this agreement. I further agree to the above listed facility rental procedures. To the best of my knowledge all information listed on this contract is correct. As the Renter, I understand that failure to comply with the stated rules could result in the loss of my rental fee and damage deposit. I understand that any City of Snellville Staff reserves the right to request rental guest(s) to leave or cancel the event at any time it deems to be in the best interest of the City of Snellville.

Renter's Signature: _____ **Date:** _____

Wall w/windows facing entrance to parking lot from Oak Road

Wall w/windows facing Oak Road



LOBBY

10 - 6' rectangular tables
20 - 60" round tables
120 Chairs