



Policies and Procedures

Please note: **The Herald Center** does not provide event planning services, but can refer interested parties to planners, caterers, florists, musicians, bartenders, and equipment rental companies.

This contract is made on this day of _____ between **The Herald Center** and

_____.

Your rental period is for _____.

Your rental period begins the time the doors are open, and ends the time they are closed.

CONTACT PERSON: _____

MAILING ADDRESS _____

EMAIL: _____

PHONE: _____

Food and Beverage

Alcohol is permitted (beer, wine, and liquor) but is not to be served to minors. It is your responsibility to uphold the Federal, State and Local Laws with regards to beverage purchases and consumption. Cash bar is not allowed.

Caterers have access to a small staging kitchen, but food should be prepared offsite. Caterers are responsible for removing all trash and everything they bring on site. They must also provide all necessary tools such as trash bags, can openers, foil, pots, towels, dish detergent, knives, and other supplies necessary to carry out their duties. *The Herald Center* does not provide any of the above items.

** (initial here) _____

Payment Information

Fees & Deposits: HALF OF THE RENTAL FEE is due upon signing of the rental contract to book and confirm the reservation. 30 days cancellation notification is required to receive a refund of this fee. Balance of the payment and a security deposit of **\$200** are due **two weeks** prior to the event date. Deposits may be made in the form of credit card, checks or cash. There will be a \$35 fee for any returned checks.

- Security deposit will be mailed to responsible party after event has concluded and the property has been inspected. (See cleanup for information on damages). **Please allow two weeks after event to receive deposit.**

Normal Hourly Rates:

WEEKEND Events: \$250 /hour on Friday, Saturday and Sunday

WEEKDAY Events: \$200/hour Monday – Thursday

Minimum of 3 hours required to book event

** (initial here) _____

Christmas Event Rental Rates: (November-January Booking Dates)

WEEKEND Events: \$300/hour on Friday, Saturday and Sunday

WEEKDAY Events: \$250/hour Monday – Thursday

Minimum of 3 hours required to book event

** (initial here) _____

Cancellation

Cancellation must be made in writing 30 days prior to event. At this time initial payment to reserve property is refundable.

** (initial here) _____

Security/Noise

- Off-duty security is highly encouraged for any event. Events serving alcoholic beverages are required to have at least one off-duty officer.
- Due to fire marshal regulations, events involving 100 or more guests are **required** to have at least one off-duty officers. Per Georgia Fire Code:

408.2.3 Crowd Managers. Assembly occupancies having occupant loads of 100 or more shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1:250, crowd manager / supervisor to occupants, respectively,

** (initial here) _____

- Events are to conclude and renters/guests need to vacate premises by 12:00 a.m. All entertainment must shut down by 11:00 p.m. Those who rent the facility for two nights need to vacate the premises by 12:00 a.m. both nights. **There will be no exceptions.**
** (initial here) _____
- Outdoor fires are not permitted.
** (initial here) _____
- Smoking is NOT permitted inside the building. Designated smoking areas are provided.
** (initial here) _____
- *The Herald Center* is not responsible for anyone injured in or on the property nor for any personal property left on site.
** (initial here) _____
- The Herald Center is not responsible for any natural occurring situations that may result in power loss, or any unexpected damages to the property.
** (initial here) _____
- In case of emergency, contact proper authorities immediately as well as notifying The Herald Center contact that is posted in the kitchen.
** (initial here) _____
- Renters must be 25 years or older to sign written contract.
** (initial here) _____

Set Up/Decorating

- There is a **mandatory \$200 cleaning up fee** that will include: cleaning facility prior to event and cleaning facility after event (not including trash removal). To have Herald Center staff set up tables and chairs preset prior to your event, the fee is \$250. This is optional and you are allowed to set them yourself. Tables and chairs cannot be set up outside overnight, so all outside setup must occur on the day of your event.
- Set up and decorating of any kind will take place during rental hours only. Ex. 2 hours of set up, 3 hour event, 1 hour of clean up = total charge of 6 hours
** (initial here) _____
- Outside vendors must make arrangements with Herald Center staff for delivery outside of renter's contract hours.
** (initial here) _____
- No signs, decorations, or posters may be pinned, taped, glued or stapled to fixtures, doors or walls.
** (initial here) _____
- The Herald Center staff will be responsible for unlocking the facility once rental hours begin and will return upon conclusion of event to secure and lock up facility. ** (initial here)

Clean up

- Clean up will take place during your rental hours only. Outside vendors must make arrangements with Herald Center staff for pickup of property.
** (initial here) _____

- *The Herald Center* asks that the responsible party leave the property in an orderly fashion upon conclusion of your event. All trash, including kitchen, inside and outside restrooms, must be placed in trash bags and carried to the large outside dumpster provided by the facility before departure. This includes food, cans, bottles, cigarette butts, decorations, etc. *The Herald Center* will provide 6 trash bags; renter/caterer is responsible for any additional bags needed. Any damages to the property will be taken out of security deposit. This includes, but is not limited to, scratches, nicks, or marks of any kind to the walls, or heavy stains or marks on the floor/deck. Please also make sure your caterers are aware of the cleanup policy. Cleaning crews are available for hire. Check with Herald Center staff for rates.

** (initial here) _____

- All tables and chairs are to be brought inside upon conclusion of your event **but do not need to be cleaned and stored**. Please remember pricing includes use of tables and chairs only for inside and outside on the covered patio.

** (initial here) _____

- Clean up must be completed upon conclusion of event. If renter has to come back to the premises outside of the contract hours, hourly charges will apply.

** (initial here) _____

Owner may terminate this Agreement upon written notice to Renter in the event of breach of this Agreement by Renter, nonpayment of amounts due hereunder, circumstances affecting the availability of the Rented Premises including damage or casualty to the Rented Premises, conflicts in scheduling, events beyond control of Owner, or for other good cause, in Owner's sole discretion. If such circumstances are not attributable to Renter in any way Owner may refund all sums paid by Renter and Owner shall have no further liability to Renter. Renter's damages for any breach of this contract by Owner shall in any event be limited to an amount not to exceed the total Rental Fee agreed to be paid by Renter pursuant to this Agreement; Owner shall not be liable to Renter for any consequential

Failure to fulfill ANY of the above obligations will result in forfeiture of your security deposit.

RENTER: (signature below)

The Herald Center: (signature below)

