



The City of Keyville
 120 Old Waynesboro Road
 Keyville, GA. 30816
 706.547.3008 Phone
 706.547.3875 Fax
 Contract # _____

CHARLES WALKER/ HUMAN RESOURCE BUILDING & PAVILION RENTAL AGREEMENT

This Contract, made and entered into this _____ day of _____ 20____ between _____ (hereinafter "renter"), and the City of Keyville (hereinafter "City")

PLEASE CHECK	FACILITY	RENTAL FEE (S)	DEPOSIT	TOTAL
<input type="checkbox"/>	Pavilion	\$25.00 (To Reserve Only)	-----	\$25.00
<input type="checkbox"/>	Charles Walker/HR Building	\$200.00 (full access)	\$75.00 *Please Note deposit Non-refundable, if notice is not giving in advance (1 week) that you are not going to rent the building*	\$275.00

PLEASE NOTE:

A City Personnel is **REQUIRED** be present during the duration of the rental period and compensated by the renter of \$10/hr. _____ Please specify numbers of hours to be deducted from deposit _____

Police and Fire personnel is also **REQUIRED** to be present during the duration of the rental period at the expense of the renter. _____

Rental Hours

Monday- Thursday	8:30 am – 10:00 pm
Friday	8:30am – 12:00 am
Saturday	8:30am - 12:00 am
Sunday	12:00pm –10:00 pm

PLEASE PRINT CLEARLY

Date of Use: _____ Time of Use: In _____ : _____ Out _____ : _____ Est. Attendance: _____

Contact Person (Must be 21 or over): _____

Contact Phone: _____ Alt. Phone: _____

Mailing Address for Deposit Refund: _____

City: _____ State: _____ Zip: _____

Description of Event: _____

Will you be having Alcohol? YES or NO (note: you must have a police and fire personnel at event)

Email: _____

THE BACK OF THIS FORM MUST BE FILLED OUT COMPLETELY!

**Failure to abide by rules will result in forfeiture of deposits and/or charges for damages.
Please initial by each listed item below:**

1. Absolutely no sale of alcoholic beverages. _____
2. The consumption or possession of alcohol is allowed *with a police and fireman on duty at your own expense* _____
3. To prevent allergies and other problems, the city will provide cleaning items to include vacuum cleaner. _____
4. Grounds must be left litter free, and all trash cans must be emptied into the provided dumpsters. _____
5. Keysville attendant will open and close building 2 hours prior to event. _____
6. No Guns allowed _____
7. No Smoking in the facility at anytime _____
8. Any profanity through a p.a. system will result in the immediate closing of the reserved venue. _____
9. In accordance with the city ordinance Sec. 130.03 regarding Noise: Creating Unnecessary Noise, noise levels **should be in occurrence to with city ordinance referenced above** anywhere inside the pavilion area, at any time. _____
10. The City of Keysville will not permit the use of its name in the solicitation of funds for the support of programs not authorized and sponsored by The City of Keysville. Nor does use of its facility imply general endorsement of the organization involved in its use. _____
11. The City of Keysville assumes no liability for loss by any cause, including theft or damage to any equipment, furnishings, or other personal property belonging to the renters or to their officers, employees, agents, or invitees. _____
12. All events are subject to inspection by the City of Keysville. _____
13. Cancellations made at least 14 days prior to rental date are eligible for a full rental refund. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund. _____
14. In the event of inclement weather, as determined by the City, a full rental refund will be issued. _____
15. Food and Beverage- you may bring a caterer of your choice or provide your own food. If you provide your own food, the City assumes no responsibility for any problem arising from it. Because of limited kitchen equipment, most foods must be prepared before the time of rental. The kitchen contains a small microwave, refrigerator and sink. Rental utensil and dishes are not available. Renter is responsible for clearing tables and removing all garbage to the outside trash cans leaving the kitchen clean and in order. If drink cups, plates or trash of any kind is left on top of the tables or trash is not taken out of the building to the trash cans the damage deposit will be forfeited. _____
16. Decorations- No decoration maybe affixed to any wall, ceiling or light fixture with tape, nails, tacks, screws, staples or any type of adhesive. Candles must be enclosed in glass shade or votive container. If any of the above takes place the damage deposit will be forfeited. _____
17. Property Damage- The undersigned (renter) shall pay the City of Keysville for any and all physical loss or damage to the facility or property (including but not limited to the cost to repair or replace table and chairs) caused by, arising out of, or relating to or associated with the use of the facility by the renter or by the renters members, guest agents or invitees. _____
18. No substances containing red dye may be used, as it stains carpets permanently. (punch, sauces, icing) _____
19. Do not drag tables or chairs across the floor. To prevent scratching or damage to floors or carpet, tables and chairs must be lifted when moving. _____
20. See attachment Rental Facilities Cleanup Checklist _____
21. See attachment Teenage Rental Policy _____

Signature designates applicant has read, understands and agrees to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit. Applicant understands that the City is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City or any person involved with or attending this event. I agree to indemnify and hold the City harmless from all liability for the foregoing.

Renter (s) Signature: _____

Final Rental Amount Paid: \$ _____
Cash or

FOR OFFICE USE ONLY

Check # _____
Key Deposit Returned: Y / N _____

Record Payments:

Date	Amount	Initials		Date	Amount	Initials

Date: _____
Ret. By: _____
Designated Special Event Supervisor: _____

Date: _____

City Administrator Signature:

TEENAGE RENTAL POLICY

- "Teenage" for this policy is classified as any event being provided for someone ages 13 to 20.
- ***No alcohol is allowed at teenage rentals.***
- Person renting building per contract must be minimum of 21 years old – this person must be present for the entire rental.
- TEEN PARTIES ARE LIMITED TO 100 guests.
- 11 pm curfew for all teen rentals.
- Wristbands to be utilized as follows: renter must give accurate guest count (guests, adults, caterers, musicians, etc.) furnish that number of wristbands, after these are given out no more guests will be allowed to enter the building; renter should have a way to allow guests to enter and receive a wristband (either with invitation, which is destroyed upon being presented, or provide a list of guests, who show ID to be marked off list); superintendent should be present at front while guests are arriving.
- If a guest wishes to leave the building, the wristband should be removed by security and they will not be allowed to re-enter the building.
- If at any time, large groups begin gathering in the parking lot because they are not being allowed to enter the building and security believes this is an unsafe situation, the event will be immediately shut down.
- If a guest is found in the building without a wristband, they should be removed by security.
- If there are any problems at the rental or questions arise, the superintendent should call the manager on duty.

ALL FORMS MUST BE FILLED OUT COMPLETELY!

Please sign indicating that you have read this attachment to your contract:

Signature _____ Date _____

RENTAL FACILITIES

Cleanup Checklist

Renter _____ Date _____ **ACTUAL** Number of Guests _____

This is a list of cleanup responsibilities that must be completed to receive a refund of your deposit.

Superintendent must check each section below and have renter sign.

KITCHEN	
1. Stove clean	
2. Oven clean and racks in place	
3. All tables, counters and sinks clean	
4. Refrigerator clean	
5. All trash placed in the dumpster	
6. All trash cans washed out	
7. Sweep & mop floors	
8. Food & drink stains spot mopped	
9. Walk-In Cooler clean (<i>Boathouse</i>)	
BATHROOMS	
1. Pick up all trash	
2. Empty trash	
3. Clean counters & sinks	
4. Toilets & urinals flushed	
5. Floors swept	
ALL BANQUET AREAS	
1. All tables clean & wiped off	
2. Return tables & chairs to storage area	
3. Check carpet for damages	
4. Clean mantles (<i>Old Government House</i>)	
5. Pick up all trash	
6. Vacuum carpet	
7. Remove trash from DJ Stand (<i>Boathouse</i>)	
8. Dust mop hardwood floors (clean any food or drink stains)	
HALLWAY, LOBBY AND FOYER	
1. Bar areas clean	
2. Tables clean & wiped off	
3. Return tables & chairs to storage area	
4. Pick up all trash	
5. Sweep & mop floor	
6. Vacuum carpet area	
OUTSIDE AREA	
1. Pick up trash at front & back entrances	
2. Sweep front entrance if birdseed is present	
Items borrowed (must be returned at end of event):	
Damages or Comments	