



Where Georgia comes together.

Perry Events Center Rental Agreement
Located at: 1121 Macon Rd. Perry, Georgia 31069

P.O. Box 2030 Perry, Georgia 31069
(Phone) 478-478-988-2870 (Fax) 478-988-2799

Date of Event _____ Hours (to include set-up & clean-up) _____ - _____

Type of Event _____ Responsible Party _____

Address _____ City _____ Zip _____

Home/Cell Phone _____ Work Phone _____ Email address _____

Billing Address _____ City _____ Zip _____

Number of Attendees _____ Will alcoholic beverages be served? YES NO

Room requested:

Main Hall

[MONDAY-THURSDAY]

\$458.00 event/day 8:00am-4:00pm

\$684.00 event/evening 4:00pm-12:00am

\$1,140.00 event/full day 8:00am-12:00am

Deposit \$218.00

[FRIDAY-SUNDAY]

\$868.00 event/day 8:00am-4:00pm

\$1,194.00 event/evening 4:00pm-12:00am

\$2,064.00 event/full day 8:00am-12:00am

Deposit \$218.00

Community Room

\$33.00/hour

Deposit \$218.00

Alcohol may be served up to one (1) hour prior to the end of the event. Alcohol is not allowed when a city-sponsored event is occurring simultaneously at the facility.

Rental of the Main Hall is subject to an occupancy limit of one hundred sixty (160) individuals with a seated tables and chairs arrangement or a maximum occupancy of three hundred twenty-five (325) individuals. Rental of the Community Room is subject to an occupancy limit of twenty-six (26) individuals with a seated tables and chairs arrangement or a maximum occupancy limit of forty-eight (48) individuals. Should your event exceed this capacity, the Fire Marshall is authorized to terminate this rental agreement and require you to immediately vacate the facility property.

The undersigned hereby makes application to the City of Perry, Georgia ("City") for use of the facilities indicated above and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City. The applicant/organization agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, for all alleged damage or injury arising out of the subject matter of this Application; provided, however, that such provision shall not apply to the extent that damage or injury results from the gross negligence of the City or its officers, agents, or employees. The applicant further agrees to reimburse the City for any damages arising from the applicant's use of said facilities and/or equipment. The applicant or his agent has examined and inspected the facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above. The undersigned further states that he/she has read and understands the attached facility rules and regulations.

I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE ORGANIZATION/GROUP I REPRESENT.

Signed By _____ Title _____ Date _____

Initials	Renter acknowledges:
	The facility rental fees are due two weeks prior to use. If you fail to pay the rental fees in full two weeks prior to the rental date, your rental reservation will be cancelled and that date will be released.
	A security deposit is required at the time of application. This is separate and above the cost of renting the facility.
	A walk thru will be performed the day of your event.
	Cancellations must be made two weeks in advance of scheduled use. Failure to do so will result in forfeiture of your deposit.
	Rental of this facility includes only rental of the interior spaces(s) indicated and reserved on this agreement. Use of the front and side yards is prohibited; no parking is allowed on the grass. The paved parking areas shall be for vehicular parking and/or trailer storage only. Failure to abide by this restriction will result in immediate termination of the rental agreement, forfeiture of the security deposit and immediate removal from the facility property.
	AGREEMENT BELOW WILL BE SIGNED DURING YOUR WALK-THRU.
	Date: ____ / ____ /20____ Time: _____ Signature of Renter: _____
	Renter agrees to:
	Begin all activities no earlier/end all activities no later than the stated time on the rental agreement or forfeit the entire deposit.
	Renter must provide proof of event liability insurance if additional activities will be provided during the rental period, i.e., bounce house.
	Tobacco use is prohibited in all city buildings.
	Alcohol service, if applicable, will end at least one (1) hour prior to the end time stated in the rental agreement.
	That he/she has been shown where the lights and cleaning supplies are located. Lights must be turned off, floors must be clean and free of debris, and all tables and chairs are broken down in staged position against the back wall.
	Restrooms must be left in an orderly fashion. Toilets must be flushed, trash cans emptied, floors swept clean, and the counters wiped clean.
	Empty all trash cans and place in dumpster located in enclosure of rear parking lot. All debris is to be picked up from the exterior grounds, bagged, and disposed of in the dumpster. Cardboard boxes must be broken down before placement in the dumpster.
	No objects or decorations will be hung from the ceiling or attached, glued, or taped to the walls, floors or lights.
	That he/she has been given the on-call phone number for emergencies.
	That he/she may forfeit any portion or all of the deposit if he/she does not complete any or all items agreed to herein.
	A post event checklist is completed by staff at the conclusion of the rental period. This is utilized in part to determine the eligibility for a deposit refund. If a deposit is refunded, it will be issued by mail to the address provided in the rental agreement paperwork.
	Audio/ visual equipment: An HDMI or Bluetooth connected device can be utilized to play audio through ceiling speakers and project images or video onto the wall mounted projector screen. Attachment cords, additional speakers, microphones, or other hardware must be supplied by the renter. The projection screen cannot be operated while in motion into the “up” or “down” positions. Other audio/visual requests outside of the standard provided connections outlined above will be handled on a case-by-case basis with approval by the Public Works Superintendent.

OFFICE USE ONLY

Date Received _____ By _____ Amount Paid _____ Receipt _____

Rental Agreement **Deposit**

Approved By _____ Title _____ Date _____