



Contract Information Acknowledgement for

Name _____ – due _____

Stage (8'X12')

Near rear door

Against blank wall

In the center of hall

Other: _____

Equipment included in your rental fee:

5'- Round tables (30 available) _____ needed

8' – Tables (22 available) _____ needed

Chairs (250 available) _____ needed

Hi-top Tables (42"H X 32"D) (8 available) _____ needed (no chairs for these tables)

Audio/Visual Equipment:

Will utilize either or both the video and sound system equipment

If renter is interested in utilizing the projection screen or sound system, a separate information packet will be provided outlining features and requirements.

If you wish to have alcohol at your event (including BYOB), you must **provide the exact hours no later than six (6) weeks before your event** as security is not required.

- Renter further understands that this information will be provided to City staff **no later than** _____.
- Renter agrees with the terms of the Rental Contract and that a key will be issued, and instructions will be received during the **walk-thru scheduled for** _____.
- **In case of emergency, please contact 478-244-7782 during your event.**

Please sign and return a copy of this form via:

E-Mail: nathalie.rumph@perry-ga.gov

Mail: City of Perry, Attn: PAC, P.O. Box 2030, Perry, GA 31069

Fax: 478-988-2799

Lessee/Renter

Date