

City of Perry  
P.O. Box 2030  
Perry, GA 31069  
Public Works: (478) 988-2732



Perry  
Events  
Center

Perry Events Center  
1121 Macon Rd.  
Perry, GA 31069  
Suzi.ortiz@perry-ga.gov

## Contract Information Acknowledgement for

Name \_\_\_\_\_ – due \_\_\_\_\_

Stage (8'X12')

Near rear door  Against blank wall

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 instructions. Closure and closure policy 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: Suzi.ortiz@perry-ga.gov

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

Fax: 478-988-2799

\_\_\_\_\_  
Lessee/Renter

\_\_\_\_\_  
Date