

# CORNELIA COMMUNITY HOUSE RENTAL TERMS AND AGREEMENT

Please read the entire rental agreement carefully

When renting City buildings, the person signing the rental application assumes responsibility of compliance with the rental agreement.

**If problems exist in the facility or occur during your event, notify:**

**City Hall: Monday-Friday 8am to 5pm 706-778-8585**

**Fire Department: afterhours and weekends 706-778-4343**

**Rental time:** Rental time is from 9am to 12 midnight ONLY. A fee of \$100 is charged for each hour, or portion thereof, that the building is occupied before 9am and/or past 12 midnight.

**Returned checks:** These will not be re-deposited and a cash fee of \$30 will be charged.

**Reservation deposit:** This will be applied to your rental fee. We require half of your rental fee the day you book to guarantee the rental. The balance is due 1 week prior to your event date.

## Cancellations:

Cancellations made	Amount refunded
3 months before rental date	Entire deposit
Less than 3 months before rental date	No deposit

**Damage deposit:** This is fully refunded by the following Friday, providing no infractions occur. The \$500.00 damage deposit must be paid by cash or with credit card only. The renter is also responsible for any damages that exceed \$500.00

**Police officer(s):** They are required for events serving alcohol and/or having more than 100 people in attendance. The officer(s) are to be present from the time the event begins until the last person vacates the building. The fee for each officer is \$50 per hour. (Minimum of 4 hours)

Police officer(s) required	Events not serving alcohol
0	Less than 100 people in attendance
1	More than 100 people in attendance

Police officer(s) required	Events serving alcohol
1	Is required for any event serving alcohol
2	Are required for events serving alcohol with 100-200 people
3	Are required for events serving alcohol with 200+ people

**Damage deposit infractions:**

Building repairs, repairs or replacement of fixtures, appliances, plumbing or furnishings.  
Repairs requiring specialized services will be assessed at cost plus a 15% administrative fee.

- Decoration removal, litter removal or any other necessary cleaning will be charged at \$75 per hour spent.
- Any other cost incurred from damage to property.

**Forfeiture of entire damage deposit and termination of rental:**

- Occupancy by more people than stated in rental application.
- Alcohol – serving, possessing, or consuming of alcohol not specified in rental application without the presence of a police officer(s), or by minors.
- Any actions, articles, or substances prohibited by law by renter or guest.

**Alcohol:**

- Alcohol possession or consumption is allowed only if alcohol is included in the rental agreement and officer(s) are present.
- Alcohol consumption by minors is strictly prohibited in any City facility, regardless of rental status.
- Laws and ordinances governing the consumption of alcohol, public drunkenness and disorderly conduct will be strictly enforced.
- Sale of alcohol is prohibited.

**Violation may result in forfeiture of entire damage deposit and/or termination of event.**

**Decorations: Please note, Community House fireplaces are strictly decorative and cannot be used**

- Confetti, rice, and glitter are prohibited.
- No staples, thumbtacks, and other piercing items may be used on the walls.
- If using real candles make sure they do not drip wax on floors, fixtures, or furnishings.
- **Renter will be charged \$75 per hour spent to remove decorations, wax and/or repair damages.**

**Furnishings included in Rental:**

- 214 - padded chairs
- 15 -72" x 30" rectangular tables
- 16 - 60" round tables
- 70 - metal chairs

**Furnishings available upon request:** (requests must be made at least 3 business days before event)

- 12 – 48" round tables
- 9 – 60" rectangle tables
- 6 – 72" rectangular tables

**10 – 39" bar tables can be rented for an additional \$10 per table.**

**Cleaning- Renters are responsible for following:**

- Garbage – bag and place outside in containers
- Clean any spills from carpets, floors, and furnishings.
- Remove all items from appliances, closets, and cabinets.
- Table and chairs – wipe clean and leave standing. ***Do not put away any chair or tables.***
- Litter removal from porches, parking areas, and grounds.

**The city is not responsible for items left in the building after rentals.**

**Fire Alarms:**

- GA Code 1-14.1 – Any person discovering a fire must notify the person in charge of the premises and all occupants and guests, and then to notify the fire department.
- GA Code 1-14.2 – Prohibits alarm of fire when no fire exists. It is a violation of GA Code 1-14.3 for any person to misrepresent facts for the purpose of interfering with the orderly operation of the fire department or with the intention of misleading any fire department personnel.
- GA Code 1-15.1 – No person shall render a system of any fire-extinguishing system, device, or fire warning system inoperative or inaccessible.

**Keys:** these can be picked up Monday-Friday 8am to 5pm, at Cornelia City Hall, the day before or the day of the rental. If rental falls on a weekend, please pick up key the Friday before the event. Keys can be dropped off back at City Hall. If returning during afterhours, please use our “Water Payments” drop box. A fee of \$25 will be charged for any key not returned.

**WiFi:** Requests for WiFi should be made at least two days prior to your event.

**Occupancy:** maximum safe occupancy is 300.

**Smoking:** not permitted inside the Community House. Use containers outside to dispose of butts.

**I understand this agreement and will comply with all the rules and regulations. I agree to take full responsibility for any damages incurred during the rental period. The City of Cornelia is released from any liability resulting from injury to myself or other persons, damage to and/or theft of personal property while using the Community House.**

Signature of renter \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_