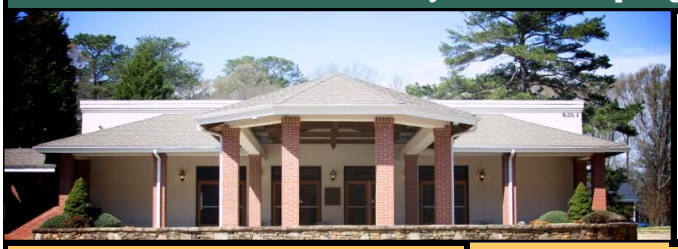
City of Powder Springs Facilities Rental Request Form



AVAILABILE FACILITIES	Banquet (Tables & Chairs)	Theater (Chairs Only)	Kitchen
George E. Ford Reception Hall	125 People	150 People	Full Commercial
Patricia C. Vaughn Cultural Arts Center	125 People	220 People	Concession

RENTAL RATES AND FEES	Security Deposit (Refundable)	City Residents Half Day/Full Day	Non-Residents Half Day/Full Day	Set-up/Take Down Fee (Nonrefundable)	Alcohol Fees (If Served)
George E. Ford Reception Hall	$500	$400/$800	$600/$1000	$200	$75 + officer fees
Patricia C. Vaughn Cultural Arts Center	$750	$600/$1000	$1200/$1400	$200	$75 + officer fees
Technology Fees for the Cultural Arts Center	AV includes lights and sound and other servies. Fee structure is based on event needs.				

ORGANIZATION OR INDIVIDUAL	
Name:	Organization Contact:
Phone:	Address:
Email:	

EVENT INFORMATION					
Date:	Set-up:	Start:	Finish:	Tear-down:	Total Hours:
The organization/indiduval requesting use of the facility will have access ONLY on dates/times requested					
Type of Event:					
Configuration	_____ Banquet	_____ Theater	_____ Reception	_____ Classroom	_____ Other
Number of Attendees:	Any children under 17 in attendance?			_____ Yes	_____ NO
Use of Kitchen	_____ Yes	_____ NO	Name of Caterer:		
Alcohol Present	_____ Yes	_____ NO	Name of Pourer and License Number:		
Is this event open to the Public?	_____ Yes	_____ NO			
Will you require Audio/Visual?	_____ Yes	_____ NO	Type of AV:		
Notes:					

TOTAL RENTAL PRICE AND FEES			
Security Deposit Date Due:	_____ Paid	_____ Check	_____ Credit
Rental Fees Date Due:	_____ Paid	_____ Check	_____ Credit

Please return form to Nikki Proctor at City Hall or nproctor@cityofpowdersprings.org

City of Powder Springs Facility Rental Procedures and Policies

Facility Rental Procedures

- ☐ Complete and submit a signed **Rental Request Form** to the Events Department.
- ☐ The Events Department will contact you to confirm your requested date.
- ☐ Schedule an appointment with the Events Department to sign the **Facility Lease Agreement** and the **Facility Rental Policies and Procedures** form.
- ☐ Pay Fifty percent (50%) of your rental fees at the Facility Lease Agreement signing.
- ☐ Pay the non-refundable Set-up Fee of $200.00 no later than sixty (60) days prior to your event.
  Due Date:_____
- ☐ Pay the security deposit for the desired facility to the Events Department no later than thirty (30) days prior to your event. Date Due:_____
- ☐ Submit your event **Event Set-up Sheet** to the Events Department no later than ten (10) working days prior to your event. Once your Set-up is submitted, it **can not** be changed.
  Due Date:_____
- ☐ If serving alcohol, apply for an **Alcohol Permit** at the City Community Development office no later than fifteen (15) working days prior to your event and schedule your police officer.
  Due Date:_____
- ☐ Pay the balance of your rental and audio/visual fees no later than five (5) working days prior to your event.
  Due Date:_____
- ☐ Complete the **Pre-Event checklist** with Event Department staff on the day of your event prior to setting up.

Facility Policies

Facility Usage

- Facilities are scheduled on a first come, first served basis.
- Facilities may not be reserved more than one (1) year in advance.
- No facilities may be used for fundraising purposes without prior approval from the Events Department.
- Requests for periodic, regularly recurring use of the facilities must be approved by the Events Department.
- There is a $100 fee for cancelations less than 10 days prior to the event.

Facility Viewing and Touring Hours

- By appointment only Monday thru Friday 10 a.m. to 4 p.m.

Facility Rental Hours

- Monday thru Thursday from 8:00 a.m. to 10:00 p.m.
- Friday and Saturday from 8:00 a.m. to 11:00 p.m.
- Sunday from 1:00 p.m. to 6:00 p.m.

Security Deposit

- The deposit is refundable when the facility is left clean with no damage and the After Event Checklist is signed off.
- If damages occur and the cost exceeds the amount of the deposit the rental lessee will be billed for the additional expense.
- The decision to refund the deposit is up to the Event Department.

Facility Cleaning

- All decorations, personal articles, leftover food, trash, etc. from the event must be removed prior to the end time stated on the Rental Request Form.
- Extensive cleaning of the facility by the Events staff following the event will result in a deduction from the security deposit.

Event Monitoring

- City personnel will be available during the event should you have need of his or her assistance. He or she will provide you a cell number at the outset of the event for you to make contact during the event should the need arise.
- He or she will conduct a walk through with you at the outset of the event in order to assess pre-condition of the venue. He or she will visit the venue at approximately mid-point of the scheduled event times.
- You must remain on premises until event conclusion at which time city event personnel will conduct a post-event walk through with you to assess venue conditions.

- If the event concludes prior to the scheduled ending time, you may call the event personnel about the change and he or she will meet you onsite prior to your departure.
- No deposit will be returned without a walk-through with city event personnel at the conclusion of the event prior to your departure.

Alcoholic Beverages

Alcohol may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the Sate of Georgia with the following rules:

1. The event must be a closed function.
2. An Alcohol Permit Application must be submitted at least 15 business days in advance to be approved.
3. The Alcohol Permit must be posted in a conspicuous place at the event.
4. A City of Powder Springs police officer must be contracted and present when alcohol is being served and paid by the lessee at a rate of $40 per hour of service.
5. The lessee is responsible and will hold the City of Powder Springs harmless from all liabilities arising from the serving and consumption of alcoholic beverages.

Caterers

- Outside caterers are permitted at both facilities and are required to abide by all facility policies and procedures
- All food, beverages, and waste products must be removed from the facility and may not be disposed of in the surrounding landscape or on the rental property.
- No catering equipment, décor, or other items may be left or stored in the facility once the Pre-event checklist has been completed.
- The City of Powder Springs is not responsible for any lost or stolen equipment.

Audio Visual Equipment

- Ford Reception Hall is equipped with a portable sound system, podium, and a tripod projector screen.
- The Cultural Arts Center has a state of the art Audio Visual set up and requires a contracted professional to run it for events, for a fee.

Facility Prohibitions

- Children under the age of seventeen are not allowed in the facilities without the accompaniment of an adult.
- No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass, or fixtures.
- Thrown rice, birdseed, glitter, and all types of confetti are not permitted inside the facilities.
- Bubbles, balloons, and other projectiles and floating decorations are not permitted inside the facilities, but they may be used on the grounds outside.
- All candles must be contained in a glass container taller than the top of the candle flame.
- Smoking is prohibited inside the facilities.
- Animals are not permitted inside the facilities.

Right of Entry

- The City and those persons authorized by it, shall have the right to enter the facilities at all reasonable times for any reasonable purpose, as well as, at any time in the event of an emergency involving possible injury to property or persons in/or around the facilities.

Access to Site and Deliveries

- Deliveries must be made during normal City business hours by arrangements made 24 hours in advance with the Events Department.
- Private rental tents may be set up 24 hours prior to the event, but must be removed prior to the completion of the Post-event Checklist.
- The City is not responsible for any lost or stolen equipment or property of the Client or its Agents; or any equipment rented by the same for use for the event.

Publicity

- Use of any City logo, trademark, or trade name is not permitted without prior authorization by the Events Department. The Client is not to promote their event as a City of Powder Springs sponsored event unless agreed upon in writing in advance of the event.