

TOWN OF SHARPSBURG
RENTAL AGREEMENT
A & O BRIDGES COMMUNITY CENTER & STALEY PARK
105 MAIN STREET
SHARPSBURG, GA 30277

Date	_____
Time	_____
Fee	_____
Deposit	_____
Credential code	_____
Restroom code	_____
WIFI password	_____

Name (Group /Individual): _____

Responsible Party: _____

Telephone: Primary (_____) _____ Secondary (_____) _____

E-mail: _____ Town Resident: Yes No

Address _____ Town _____ Zip _____

Event Name/Type: _____

Event Description: _____

Expected Attendance: Adults: _____ Children: _____ Total: _____

Date of Reservation: _____ From _____ To _____ (includes time for set-up and breakdown)

Will Food and Beverages be served? Yes No Will alcohol be served? Yes No
(Alcoholic beverages are permitted but require additional fees and deposits.)

Fee amount due: _____ Deposit amount due: _____

The request for a reservation at the facility must be made at least two (2) weeks prior to the requested date. The facility may be reserved up to twelve (12) months in advance. **No** reservation will be confirmed until this reservation agreement is completed, approved and the rental fee payment is received. The individual or group whose name appears above has reserved this facility and is entitled to its use for the period indicated and is at least twenty-one years of age. The individual or group is not expected to occupy the facility until the time requested and is expected to relinquish the facility at the end of the reserved time.

Pages two, three and four contain rental rates, policies, regulations and information regarding the reservation and use of this facility. The policies are designed to help you, and your group have an enjoyable and safe event. The responsible party may request a copy of this form as confirmation of the reservation. The Town reserves the right to withhold permission for any event.

By signing this agreement, the responsible party/group hereby attests they have read and agree to abide by the policies and regulations on pages two (2) and three (3) of this agreement and abide by the cleaning checklist on page four (4) to receive a full refund of your deposit.

Signature of the responsible party: _____ Date signed: _____

I would like my deposit check to be HELD _____ /Initial Shredded _____ /Initial

I _____ received check # _____

on _____. Signature _____

The responsible party must initial understanding and accept of all items listed:

_____ 1) All activity within the building must cease no later than midnight, at which time the Renter must clean the Building/Park, returning it to its pre-rental condition. Cleaning must be completed no later than 12:30 a.m. and the building and parking area must be vacated no later than 12:30 a.m. For any function running beyond midnight and/or requiring cleaning beyond 1:00 a.m., the Renter shall be charged an additional Fifty (\$50.00) dollars for each full/partial hour until the building and parking areas are completely vacated. **Leaving without cleaning the entire facility will forfeit your deposit. The MINIMUM amount taken from your deposit will be \$175.00.** You will not be allowed to come back the next day to clean. **The CREDENTIAL CARD will need to be placed next to Town Hall Door in the RED mailbox. Failure to return the CREDENTIAL CARD will result in a \$25.00 charge that will be taken out of your DEPOSIT.** Cleanup and breakdown time shall be included in the rental time period. Clean up shall include cleaning any spills, disposing of trash, mopping and sweeping the floors, wiping down the refrigerator, stove, ovens, sink, microwaves and wiping down tables and chairs (as needed), and **returning the room to the original setup.** The Renter is responsible throughout the rental period until such time as the building is cleaned and locked.

_____ 2) In the event the building is to be rented for any event in which the attendees are charged in order to gain entrance or participate, or for any event in which the attendees are charged for products being sold (i.e. food, arts and craft items, coins, etc.) the Renter shall be required to pay Rent plus seventy-five (\$75.00) dollars per day.

_____ 3) Smoking is **not** permitted in the building. Controlled substances are **not permitted** on any Town property, including (but not limited to) parking lots, buildings, playgrounds or open green spaces. Any individual who does not adhere to this policy will be subject to sanctions and legal action. The responsible party/group may face the same sanctions, even if unaware of the situation.

_____ 4) If food is served, all food items including containers must be removed from the building. All discarded items must be placed in garbage bags and **placed in the dumpster outside** in the rear parking lot behind the wooden fence. Do NOT put garbage bags in Recycle Bins, this could result in a **\$50 fine**. Please use the recycle containers for cans after they have been rinsed. Open flame cookers and/or grills are not permitted in the building.

_____ 5) The maximum occupancy for the building is 110 people. It is a violation of fire code for more than 125 people to occupy the building. Any infraction of the code could result in fines. **The Renter must be present throughout the rental period until such time as the building is cleaned and locked.**

_____ 6) All activities are to occur inside the building unless otherwise previously approved by the Town and noted in the rental agreement.

_____ 7) The responsible party will assume all responsibility for the conduct of all guests **including** parking, littering and noise ordinance compliance. Participants should not be allowed to engage in any hazardous activities. Any expense(s) incurred by the Town as a result of violations of this agreement and applicable Town ordinances will be charged to and paid by the Renter. **Children must always be supervised, including inside the building, outside in the park.** Adult supervision of underage children is always required. We require one (1) adult chaperone for every twelve (12) children present.

_____ 8) The Renter is responsible for any damage to the floor coverings, walls, tables, chairs, furnishings, fixtures, plumbing, electrical, kitchen equipment, audio/visual equipment, landscaping or any other interior or exterior content, furnishings or fixtures of the building, grounds or parking areas. Intentional damage or damage which occurs due to neglect could result in legal action at the expense of the Renter.

_____ 9) The responsible party/group will indemnify and hold the Town harmless with respect to any claims, losses, damages, costs, expenses (including legal fees), or injuries caused by or in any way resulting from activities of the responsible party/group, its agents and employees, on said property or otherwise pursuant to this agreement, and the responsible party/group will at its own cost and expense, (including legal fees) defend the Town against any claims, suits, or causes of action brought by anyone with respect to any of the aforesaid.

_____ 10) Refund policy: No refund will be given due to weather. The responsible party must notify the Town of Sharpsburg in writing of a cancellation no less than fourteen (14) days prior to the reservation date to receive a full refund. **Any notice less than fourteen (14) days will not be entitled to any refund.**

_____ 11) The Town reserves the right to refuse the rental/use of the building or grounds to any individual or group that has, on a previous occasion, failed to comply with any of the terms and/or conditions set forth in the Rental Agreement or the Rules and Regulations.

_____ 12) There may be NO GAMBLING. There may be NO DRUGS, or NO ILLEGAL ACTIVITIES of any kind will be permitted. In the event the police, sheriff or other such authorities are contacted for any reason by which the Renter is responsible, the building shall be immediately vacated and locked and the Renter shall forfeit the Security Deposit.

_____ 13) NO FIREARMS of any kind or type are permitted in the building or on the premises.

_____ 14) In the event alcohol is to be consumed/served, a special deposit will be required by the Town. There may be NO ALCOHOL consumed by or supplied to minors or to obviously intoxicated person. There may be NO SALE OF ALCOHOL. Alcohol may be served ONLY to and by responsible adults who are invited guests or attendees of the Renter. No intoxicated person will be allowed to leave the building as the driver of a vehicle. All state laws and applicable ordinances must be complied with when serving alcohol and all licenses and permits must be obtained by the Renter.

_____ 15) In the event of a disaster, the building may serve as an American Red Cross Disaster Shelter. If the American Red Cross should require, and subsequently takeover the use of the Building as a Disaster Shelter, any reservations during such period of time shall be immediately null and void and all monies previously collected from the Renter pursuant to a rental agreement shall be refunded in full.

_____ 16) NO PETS are allowed in the building. If you take your pet for a walk in the park or on Town property, please clean up after your pet. Service dogs are allowed with advanced notification to the Town of Sharpsburg Community Center Coordinator or Administrator.

I have fully read and understand the Rental Agreement and the Rules and Regulations attached thereto. As the Renter, I acknowledge that I am solely responsible to the Town for any injury or damage that results from the failure of myself, or others present to adhere to the terms and conditions of the Rental Agreement and the Rules and Regulations, and I understand that non-compliance may lead to the forfeiture of the Security Deposit.

Further, by executing below I agree to indemnify and hold harmless the Town of Sharpsburg and its Town Council from any claims, including damages, judgement and/or attorney's fees, brought by the undersigned, an invitee or any third party resulting from injuries occurring within or about the building premises which are not solely caused by the intentional or wrongful conduct or grossly negligent conduct of the Town,

Printed Name of Renter

Signature of Renter

Date

RENTAL FEES

All the below require a 2-hour minimum

Community Center Rental Rates

Deposit due: \$500 without alcohol, \$1000 with alcohol
alcohol Up to six (6) hours \$200, \$250 with alcohol
8 hours \$450, \$550 with alcohol
All day (10 am to midnight) \$550, \$650 with alcohol

Staley Park Rental Rates

Deposit due: \$300 without alcohol, \$500 with
Park Only \$400, \$550 with alcohol
Rent with Community Center \$225, \$350 with alcohol
Includes exterior restroom access

All Renters

The deposit is 100% refundable and will be returned or destroyed if the facility is returned in like condition. Make checks payable to the Town of Sharpsburg. **\$30 fee for all returned checks.** Credit cards accepted include Discover, Visa and MasterCard. **The cardholder will agree to pay a 3.99% convenience fee for using a credit card. All Rates are subject to change without notice.**

By signing this form, I understand that my deposit will be held if these items are not completed upon leaving the facility.

SIGNATURE

DATE