



THE EVENTS PLACE RULES AND REGULATIONS

855 Hiram Douglasville Highway, Hiram, Ga. 30141
Phone: 770-943-3726 ext. 2010 Fax: 770-439-2372

***Please fill in all yellow highlighted areas below**

Must be at least 21 years of age to rent facility and sign contract

VIOLATION OF ANY OF THE FOLLOWING RULES AND REGULATIONS CAN AND WILL RESULT IN FORFEITURE OF YOUR SECURITY DEPOSIT.

INITIALS: [REDACTED] **RESERVED HOURS:** The hours that were reserved for your event are strictly enforced. These hours include your *set up and clean up*.

Example: An event scheduled from 4 to 9, means you are unlocking the door at 3:45 and locking it by 9 on your way out.

INITIALS: [REDACTED] **KEY PICK UP:** *All events are required to pick the key up during normal business hours on the day of your event, if scheduled on a weekday, before 5pm. In the event of a Saturday or Sunday rental, the key must be picked up during normal business hours on the Thursday or Friday before your event. Entrance is only allowed up to 15 minutes prior to your scheduled reserved start time and your event is over per your contract at the designated end time. The key will need to be returned in the provided envelope and dropped off in the drop box located beside the drive thru window at City Hall NO LATER THAN 15 MINUTES AFTER THE END TIME OF YOUR EVENT.*

INITIALS: [REDACTED] **ALCOHOL POLICY:** A City of Hiram Police Officer will be necessary for any event that will be serving/providing/dispensing any form of alcohol during the hours that guests will be present. All guests that consume alcohol must be at least 21 years of age. **The fee for the officer is \$40.00 per hour (CASH ONLY), which must be paid in full no less than 30 days prior to your event.** The officer will be scheduled to arrive at the listed time of arrival for guests. Alcohol cannot be dispensed until the officer has arrived. The officer will remain on the property until the event is over, all guests have departed, and the building has been secured. The City of Hiram will assign the officer on duty for your event.

INITIALS: [REDACTED] **ALCOHOL SERVICE:** The undersigned, as an applicant for a permit to serve alcoholic beverages at the Community Center/Events Place, pursuant to Section 6-38 of the City of Hiram Code of Ordinances, understands that he/she assumes all risk, liability and responsibility relative to the service and dispensing of alcoholic beverages during the event. The undersigned further agrees to comply with all Local, State and Federal Laws regarding alcoholic beverages.

INITIALS: [REDACTED] **ALCOHOL CANCELLATION:** If the event or need for an officer is canceled more than 30 days before the scheduled event, all monies paid to date towards the officer will be refunded at a rate of 100%. If the event or need for an officer is cancelled less than 30 days before the event, all monies paid to date towards the officer less a \$70.00 non-refundable fee for the scheduled officer will be refunded. If an event or need for an officer is cancelled within 48 hours of the scheduled date, no refund will be given and 100% of amount collected will be paid to the officer scheduled.

INITIALS: [REDACTED] **ALCOHOL PERMIT:** Any event that is having alcohol provided and served by a caterer must contact Eilla Torres at etorres@hiram-ga.gov or (770) 943-3726 x2013 to obtain an Alcohol Permit for the event. Caterers must also comply with additional ordinance regulations.

INITIALS: [REDACTED] **CATERING:** All components of a catered event need to be set up and removed within the reserved event times. No overnight or early drop off is allowed.

INITIALS: [REDACTED] **IN CASE OF EMERGENCY:** During your rental, in the event of a medical emergency, please contact 911.

GENERAL RULES:

- INITIALS:** [REDACTED] The set up and break down of tables and chairs is the responsibility of the renter before and after their scheduled event.
- INITIALS:** [REDACTED] The approved copy of the contract must be with the contact person while using the facility.
- INITIALS:** [REDACTED] No smoking or tobacco use will be allowed inside the Facility. Smoking is permitted outside the Facility. Proper disposal of tobacco products is the responsibility of Lessee.
- INITIALS:** [REDACTED] All members of the party must adhere to the rules at all times.
- INITIALS:** [REDACTED] Do **NOT** alter the thermostat; it is preset to take into consideration maximum capacity during an event.

6. **INITIALS:** [REDACTED] Items that are not allowed *inside or outside* the facility are as follows:
 - Confetti, glitter, rice, and birdseed (even in regards to a wedding) hay, pine straw, etc.
 - Personal, mobile grills (All sidewalks, passageways, halls, and exits shall not be obstructed at any time.)
 - No activities may be set up outside the facility, for example; inflatables and water activities.
 - Fire, candles, tiki torches, and all other open flames. Birthday candles are permitted in short periods of time to sing, take a picture, etc. Steno cans are permitted for food service only.
 - Smoke Machines, Fog Machines, Gasoline, explosives, oils, and other artificial lights
 - Nails, tacks, staples, glue on any fixtures, wall, shutters, doors, floors, or windows.
 - Scotch, masking, or duct tape on any fixtures, wall, plantation shutters, doors, floors, or windows.
 - Painting, staining, repairs, or alterations to change appearance or contours of said building or property
7. **INITIALS:** [REDACTED] Children must be supervised by an adult at all times.
8. **INITIALS:** [REDACTED] There is no podium, projector or P.A. system available for public use.

CLEAN UP RESPONSIBILITIES:

1. **INITIALS:** [REDACTED] Garbage is to be bagged, tied and placed in the dumpster. Trashcans should be placed by the kitchen before leaving the facility. The Lessee accepts the facility in good order, and repair, and agrees to leave the facility (building, grounds, furniture, and equipment) in like condition to the City of Hiram, free of debris and garbage.
2. **INITIALS:** [REDACTED] Items furnished that need to be cleaned and remain at facility if used are:
Refrigerator, large capacity microwave, convection oven, and coffee maker; basic cleaning supplies are provided and shall not be removed
3. **INITIALS:** [REDACTED] Unfurnished Items that need to be cleaned / removed: All decorations, food, drinks, containers, spills , messes
4. **INITIALS:** [REDACTED] Lessee is prohibited from removing furnishing / equipment owned by the City of Hiram from the event center.
5. **INITIALS:** [REDACTED] Tables and chairs should be cleaned of any spills and table decorations. Make sure all tables and chairs are stacked up back in the closet as they were before the event.
6. **INITIALS:** [REDACTED] Make sure all of your items have been removed from the building. Turn all lights off when you leave, and confirm that all exterior doors are closed and locked.
7. **INITIALS:** [REDACTED] It is your responsibility to review, complete and sign The Events Place Cleaning Check-List to avoid the loss of the Damage Deposit or accrue additional fees.
8. **INITIALS:** [REDACTED] ***Key Return: All events require the return of the key on the day of their event no later than 15 minutes after the scheduled end time. The key should be returned in the provided envelope, with the signed completed Cleaning Check-List, and dropped in the drop box located at City Hall next to the drive thru window.***

LIABILITIES, RESPONSIBILITIES, AND ADDITIONAL INFORMATION:

1. **INITIALS:** [REDACTED] The Lessee understands that the rental of this facility is for **personal use only**, and cannot be used in conjunction with any activity that requires a financial transaction. No public or open to the public events are allowed.
2. **INITIALS:** [REDACTED] The Lessee shall be liable for any and all damages caused through their own act or the acts of anyone visiting the facility upon the invitation of said lessee or any portion thereof or to persons or property for which the City is held responsible. Any damaged sustained during an event and found to be caused by the Lessee or the guests of the Lessee, whether invited or uninvited, shall be documented and quotes will be obtained to fix, repair or replace the item(s) damaged. The Lessee will be contacted within five business days regarding the damage and your damage deposit will be used to pay for those damages. Those damages that exceed the deposit on hold will require an immediate additional payment. The Lessee is the sole responsible party for damage sustained during the rental hours of their event and if it is found to be other persons in attendance that caused the damage, it is the Lessee's responsibility to collect monies to pay for the damages directly from those guests. The City will not be responsible for collection of monies from any other parties other than the Lessee that has signed this contract.
3. **INITIALS:** [REDACTED] Surveillance Cameras are active at our rental facilities. These are for your protection as well as ours. Any damaged sustained during an event and found on video to be caused by the Lessee or the guests of the Lessee, whether invited or uninvited, shall be documented and quotes will be obtained to fix, repair or replace the item(s) damaged. The Lessee will be contacted within five business days regarding the damage and arrangements to pay for the damage will be made with the City Operations Manager, Mr. Jody Palmer. The Lessee is the sole responsible party for damage sustained during the rental hours of their event and if it is found to be other persons in attendance that caused the damage, it is the Lessee's responsibility to collect monies to pay for the damages directly from those guests. The City will not be responsible for collection of monies from any other parties other than the Lessee that has signed this contract.
4. **INITIALS:** [REDACTED] Lessor reserves the right through its officers or agents to reject any objectionable party or parties from the facility. Upon exercise of this authority through any of its employees, agents, or police officers, Lessee hereby waives any and all claims for damages against the City of Hiram.

5. **INITIALS:** [REDACTED] The Lessee understands that usage of the facility and all contents and equipment is at your own risk. The Lessee hereby releases said City from any and all damages to persons or property during its use of facility. Lessee also agrees to indemnify and hold harmless the City against any and all claims sustained by any person, including the Lessee, which may result from the use of said facility by Lessee. The indemnification herein agreed to by the Lessee shall include indemnification for negligent acts of the City or any of its agents, servants, or employees.

6. **INITIALS:** [REDACTED] Lessor reserves the right, without notice, to cancel this lease at any time whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used for any other than that specified by the lease, or if Lessee's use constitutes a nuisance or is in any other way in violation of the laws or ordinances of the City of Hiram or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation.