

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

Date:	_____
Time:	_____
Fee:	_____
Deposit:	_____
Lockbox Code	_____
Restroom Code:	_____
WIFI password	_____

Name (Group/Individual): _____

Responsible Party: _____

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

E-mail: _____ Town Resident? Yes No

Street Address _____ City/State: _____ Zip _____

Event Name/Type: _____

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

Date of Request: _____ From _____ To _____

Note: Time of Request will include 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 of 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 through 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: _____

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

____ 1) All activity within the Community Center must cease no later than midnight, at which time the Renter must clean the Community Center/Park, returning it to its pre-rental condition. Any function exceeding the reserved times will result in the Renter being charged an additional Fifty (\$50.00) dollars for each full/partial hour until the Community Center and parking areas are completely vacated. **Leaving without cleaning the facility will forfeit your deposit.** You will not be allowed to come back the next day to clean. **DO NOT REMOVE THE KEYS FROM THE LOCKBOX AND TAKE THEM HOME WITH YOU. THIS WILL RESULT IN \$100 TAKEN OUT OF YOUR DEPOSIT.** Cleanup and breakdown time shall be included in the rental time. 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 Community Center is cleaned and locked.

____ 2) In the event the Community Center is to be rented for any event in which the attendees are charged a fee 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 Community Center. A receptacle for cigarette butts is outside the Community Center doors. **Controlled substances are not permitted on any Town property, including (but not limited to) parking lots, Community Centers, 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 Community Center. All discarded items must be placed in garbage bags and **placed in the dumpster outside** in the rear parking lot. **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 Community Center or under the Pavilion.**

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

____ 6) All activities are to occur inside the Community Center unless otherwise previously rented from the Town and noted in the rental agreement. Outside use is considered a separate rental.

____ 7) The responsible party will assume all responsibility for the conduct of all guests **including** parking, littering and noise ordinance compliance. Participants are not allowed to engage in any hazardous activities. Any expense(s) incurred by the Town because 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 Community Center, outside in the park, and playground areas.** Adult supervision of minors is always required. In Georgia, those seventeen (17) years of age or younger are considered minors.

____ 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 Community Center, grounds, or parking areas. **No tape, adhesives, Command Hooks, wall tacks, or other materials may be used on the walls or floors that will cause damage to the property or will leave a permanent structure. Damage caused by these items will result in a minimum \$100 fee being taken from the deposit. No glitter is to be used in the Community Center. Glitter is difficult to clean up and affects other parties and events in the Community Center. Use of glitter will result in a \$100 fee taken from the deposit. 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, it's 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 Community Center 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) **NO GAMBLING, NO DRUGS and NO ILLEGAL ACTIVITIES** of any kind is permitted. In the event the police, sheriff, or other law enforcement are contacted for any reason by which the Renter is responsible, the Community Center shall be immediately vacated and locked and the Renter shall forfeit the Security Deposit.

_____ 13) **NO WEAPONS** of any kind or type are permitted in the Community Center 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 Community Center 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 Community Center may serve as an American Red Cross Disaster Shelter. If the American Red Cross should require, and subsequently takeover the use of the Community Center as a Disaster Shelter, any reservations during such period 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 Community Center unless approved by town staff. Vested Service Dogs are allowed in the Community Center. If you take your pet for a walk in the park or on Town property, please clean up after your pet.

I have fully read and understand the Rental Contract 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, its Town Council, and all the Town's employees and agents 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 Community Center 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:

Community Center Rental Rates:

Up to Six (6) Hours: \$200; With Alcohol: \$250
All Day (10 a.m. to midnight): \$550; With Alcohol: \$650

Staley Park Rental Rates:

Park Only: \$400; With Alcohol: \$550
Rent with Community Center: \$225; With Alcohol: \$350

ALL DEPOSITS ARE \$500 Without Alcohol or \$1,000 With Alcohol

All Deposits are refundable in full if facilities are returned in like condition.

The Town of Sharpsburg reserves the right to withhold a portion or all the deposit for cleaning and or repairs.

Withholding of a portion or all the deposit is made at the discretion of the Town Administrator or his/her designee.

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 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 subject to change without notice.**

SHARPSBURG COMMUNITY CENTER CHECKLIST

ALL SUPPLIES SUCH AS TABLECLOTHS, GLASSES, DISHWARE, SILVERWARE, PAPER TOWELS, TRASH BAGS, SPRAY CLEANSER MUST BE PROVIDED BY THE RENTER. PRIOR TO LEAVING THE COMMUNITY CENTER THE FOLLOWING ITEMS MUST BE COMPLETED:

_____ If the Community Center is not clean or you see damage when you enter, please take pictures and email to aobridgescc@sharpsburg-ga.gov immediately. **DO NOT WAIT TO SEND PICTURES. WE NEED THESE AS SOON AS YOU WALK IN (PRIOR TO YOUR RESERVATION) OR YOU COULD BE CHARGED FOR THE DAMAGE.**

_____ **Spray and clean tables and countertops** in kitchen and remove your items from refrigerator. Wipe the **refrigerator** down on the inside and outside. Wipe the **stoves/ovens** and **microwaves** down inside and out. If you spill something on the walls, wipe it off.

_____ Clean all tables and chairs. Return all tables and chairs to proper place in which you found them. **DO NOT** put all the chairs in the storage room outside. We always keep 70 chairs in the Center.

_____ **Sweep** floors (do not sweep debris into the storage room or out the door, use dustpan and broom). Brooms and dustpan located in storage area.

_____ **Mop** the floors in their entirety. The mop bucket and mop are in storage area.

_____ Remove all decorations (do not leave crepe paper sticking out from the ceiling tiles or tape on the walls or windows) Do not use nails or thumb tacks in the walls or **any glitter** as decorations. ***(Because glitter is the devil's dust, a glitter fee of \$100 will be kept from your deposit.) Do not use Command Hooks or any adhesive that will permanently mark, puncture, or damage the walls or floors.***

_____ Throw all trash into the dumpster behind the exterior restrooms and replace liners in **restrooms and kitchen**. The kitchen requires a 50-gallon trash bag, the restrooms require a regular kitchen size bag. The commercial dumpster is outside behind the exterior restrooms. Do not place trash on the ground or in any other containers. All trash in the bathroom receptacles must be thrown out and garbage bags replaced.

_____ Turn off all lights.

_____ Turn thermostats to 69° in the winter when you leave and 77° in the summer when you leave.

_____ When you put the keys back in the lock box, please mix up the numbers, so the code is not visible after you leave and close the lid.

_____ Pick up all cigarette butts, cans, bottles, and trash out of the parking lot and grounds.

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

Signature

Date