

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

Date	_____
Time	_____
Name	_____
Phone #	_____
Fee	_____
Deposit	_____
Waiver	_____
Lockbox 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 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, 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

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 1:00 a.m. and the Building and parking area must be vacated no later than 1:10 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.** 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 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 125 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, and playground areas.** Adult supervision of underage children is required at all times. 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. **NO TAPE, ADHESIVES, COMMAND HOOKS, WALL TACKS OR OTHER MATERIALS MAY BE USED ON WALLS OR FLOORS THAT WILL CAUSE DAMAGE TO THE PROPERTY OR WILL LEAVE A PERMANENT STRUCURE.** Damage caused by these items will result of a minimum of \$175.00 fee taken from 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 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.

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 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

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 BUILDING THE FOLLOWING ITEMS MUST BE COMPLETED.

NOTE: There is a \$175.00 minimum deduction of your deposit if any of these requirements are not fulfilled.

_____ If the building is not clean or you see damage when you enter, please take pictures and email to sharpsburg@sharpsburgga.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. You will need to take pictures of the facility before you leave to assure that you left the facility clean and secure the return of your deposit.**

_____ 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 the proper place in which you found them. **DO NOT** put all the chairs in the storage room outside.

_____ Please remove all bags of ice from the freezer after your event.

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

_____ **Mop** the floors in its entirety. The bucket and mop are in the utility room.

_____ Make sure that the bins containing feminine hygiene disposal bags are free of any trash and hygiene products.

_____ If there is any graffiti found inside the Community Center or in the parking lot you will forfeit your **ENTIRE** Deposit.

_____ **Remove all decorations, any glitter or confetti found inside or outside the Community Center will be an automatic \$175.00 cleaning fee. This includes nails, command hooks or tape.**

SHARPSBURG COMMUNITY CENTER CHECKLIST



_____ Empty trash & replace liners in **restrooms and kitchen**. The kitchen requires a 55-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.

_____ 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.

_____ When using the trash bins, you **MUST remove** them and put **ALL garbage bags in the dumpster**.

_____ Close the dumpster lid and doors for the safety of children and any animals that may be trapped.

_____ The parking lot area must be litter free of any wrappers, cigarette butts or any decorations.

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

Signature