

How to schedule an event at the Welcome Center

1. Read information provided and complete Rental Contract.
2. To reserve a date, pay your \$250 non-refundable application fee, which is applied to the rental fee of, and return the signed rental agreement form.
3. One month prior to date of use:
 - Damage Deposit (\$350) for Banquet Room is due (separate ck).
 - Balance of rental fees for Banquet Room is due.
 - If alcoholic beverages are to be served, obtain local catering permit 770-229-6402, secure at least 15 days in advance. (see specific instructions)
4. Ten Days prior to date of use:
 - Call and discuss any questions, finalize room set up, decorations and time for security officer 770-228-8200

View photos for decorating ideas at
www.griffinwelcomecenter.shutterfly.com

Banquet Room Rental Fees

Rental fees for the banquet room are as follows:

Weekends (Friday - Sunday) \$775 per day

Week Days (Monday - Thursday) \$650 all day

Week Days 4 Hours \$350; 2 Hours \$250

A \$250 non-refundable application fee is required to reserve the banquet room for specific date. This will be applied to the rental fee. The balance of the rental fee is required at least one month prior to the date of use.

A \$350 damage deposit is due with balance of rental fee at least one month prior to the date of use (separate check). After the banquet room is inspected found in good condition, the check for this will be returned to the leasee.

Cancellations, which occur less than 30 calendar days from the event, will result in the forfeiture of all fees paid; cancellations occurring 30 days or more from the date of the event will result in the forfeiture of the application fee. Fees are subject to change without notice, a signed agreement with your application fee confirms your rental fees.

All garbage must be removed from the facility and placed in designated containers in tied bags.

A Welcome Center Approved, Police officer must open the facility and remain until your event is completed. The Lessee is responsible for paying the officer at a rate of \$25 per hour at the end of the event, with a minimum of two hours.

Audio-Visual Equipment

You may use the overhead projector and screen for your event, using the DVD Player or a computer that you supply. **The cost of using the projector and screen is an additional \$100.00.**

Microphones are available for your use, either hand-held or lapel microphones work well with our system. **The cost of using the microphone is an additional \$50.00.**

YOUR DJ MAY NOT CONNECT TO OUR SOUND SYSTEM. NO WIRES MAY BE DISCONNECTED FOR ANY REASON! ANY TAMPERING WITH THE AUDIO/VISUAL EQUIPMENT WILL RESULT IN YOUR DAMAGE DEPOSIT BEING WITHHELD.

MEETING AND BANQUET FACILITY **RULES AND REGULATIONS**

1. The City of Griffin reserves the right to terminate use of the Center to any organization or individual that violates these policies and procedures.
2. The Center shall not be used for any unlawful activity or any activity, which may be disruptive, divisive, unlawful or demeaning to the community.
3. The Center may not be used as a public information display area for religious or political purposes.
4. The use of the Center shall be restricted to purposes, which offer community benefits and family events. Community events shall include concerts, banquets, arts & crafts shows, antique shows, product demonstrations, business meetings, training classes, seminars and other deemed appropriate. Family events shall include wedding receptions, birthday celebrations, anniversary celebrations, wedding & baby showers, family reunions class reunions and others deemed appropriate.
5. Renters of the Center may not use the name of the City of Griffin, Griffin Spalding Chamber of Commerce, Griffin Main Street or Downtown Council in advertising or in any other manner that may imply sponsorship or sanction of any event or activity.

6. No signs or notices of any kind may be used outside the Welcome Center advertising any event or activity except as may be approved by the City of Griffin.
7. **Fire codes shall be adhered to at all times; including, but not limited to, maximum capacity of 300, seating capacity of 200 in the banquet room, lobby capacity of 75.**
8. Smoking is prohibited inside the Welcome Center in conjunction with the City of Griffin Smoke-Free Workplace Policy.
9. **Alcoholic beverages** are permitted in the Welcome Center during special events and activities subject appropriate permitting. A Licensed Alcoholic Beverage Caterer that holds a State *and* Local license to serve alcohol must obtain an Event Permit from the City of Griffin at least 15 days in advance of your event. (**See specific instructions**). Alcoholic beverages may be served Monday through Thursday between the hours of 11:00 a.m. and 11:00 p.m. and on Friday and Saturday 11:00 a.m. until 12:00 midnight. No alcohol may be consumed outside the Welcome Center in the parking lot or on the public sidewalks at any time. No open containers shall be carried from the Center
10. A *Welcome Center Approved* certified Law Enforcement Officer(s) is required for all events conducted outside of normal operating hours of the Welcome Center. The building manager is in charge of arranging the security and must be contacted at least 30 days prior to the scheduled event. **This security is mandatory and is not included in rental fee. Payment of \$25 per hour or a part thereof, with a minimum of two hours to be made directly to security officer at conclusion of event.**
11. The Banquet Room may be rented on legal holidays as long as security can be secured by building manager. Payment for security officer on legal holidays may exceed the \$25 per hour depending on officer availability and willingness.
12. For all events the Main Lobby/Broad Street entrance must be utilized.
13. No cooking of food permitted in the Welcome Center. All food preparation must take place off premises.
14. The specific use of the Meeting/Banquet Facility must be noted upon application and must be approved by the Welcome Center Committee.
15. Lessee is responsible for the clean up of the banquet room and kitchen. All trash to include food must be placed in heavy-duty plastic garbage bags and secured tightly and disposed of in designated place. If cans are full, you must make sure all trash is tied in garbage bags. Boxes must be broken down. If this is not done, there will be a penalty fee imposed.
16. The lessee is responsible for all actions of the caterer and guests and should inform the caterer of rules and regulations concerning the use of the Welcome Center.
17. A fee may be deducted from your deposit to cover the cost of excessive cleanup and/or unnecessary damage to the facility and/or equipment.
18. The City cannot assume responsibility for items left after the rental time. The lessee, caterer, florist, etc. is responsible for removal of all equipment within the rental time.
19. No red wine or red punch will be permitted.
20. The City reserves the right to deny and/or limit the range of use of the Center due to life safety and/or maintenance concerns.
21. Tables and carpet must be protected from candle wax.
22. The City of Griffin is not responsible for any items such as dance floors, stages, tables, chairs, tablecloths, etc. that you rent from another source.
23. The Building Manager is to coordinate specific room set up with leasing party. An appointment should be made at least 10 days prior to the scheduled event to make specific decisions on room set up. All equipment and art work shall remain in the Meeting/Banquet Facility at all times with no exceptions. City of Griffin Staff shall be responsible for moving or relocating any equipment, if necessary.

24. No permanent features of the Welcome Center may be changed by any renting party. No decorations are allowed in or on walls or corridors, nor shall any advertising signs be supported by nails, tacks, screws or pressure sensitive tape on walls or woodwork without approval of the Lessor. Any decorations that may be approved shall be non-flammable materials and shall conform to regulations and ordinances of the City of Griffin. Request for decorations shall be made at scheduled meeting to discuss room set up.
25. No balloons or streamers may be left when the room is not occupied; motion detectors pick up their movement.
26. No pyrotechnics may be used in the Welcome Center including sparklers.
27. To protect parties involved, equipment and facilities will be inspected before and after each event.
28. Applications for use of the Welcome Center Facilities may be made up to twelve months in advance of the event. Alternate dates may be submitted with the application in order of preference. No application will be deemed complete, nor a date reserved, until the application fee is received.
29. An approved Police Officer shall be present to open and close the Center for all events and activities held after normal business hours.
30. Lessee shall assume full responsibility for the character, acts and conduct of all persons admitted to said premises during the term of the rental contract and Lessee shall comply with all laws, ordinances, rules and regulations of the State of Georgia and City of Griffin and will obtain and pay for all necessary permits and licenses. If a violation occurs and is not immediately corrected Lessor will terminate the event and no refund will be permitted.
31. The Lessee shall be liable for all damage to the building and equipment and agrees, to indemnify and hold the Lessor (City of Griffin) harmless from any claims and suits arising out of injury or death to any person or damage to property resulting from use of said building.
32. Lessor reserves the right to refuse rental of the Welcome Center facilities to any person, group or organization that has in the past, violated any City of Griffin ordinances, policies and procedures, rules and regulations or has shown a disregard for persons or property or who in the opinion of the Lessor did not conduct themselves in a peaceable and appropriate manner.
33. Should any rental rules be violated, the full damage deposit may not be returned.
34. No band rehearsals shall be held during normal business hours,
8:00 a.m. - 5:00 p.m. Monday – Friday.
35. Children must be supervised at all times while you are in the building, during the event and set-up.
36. No items may be removed from the museum or taken into the Banquet room.
37. The Welcome Center facility must be left as you found it, the staff is not responsible for return of rental items, or clean-up after your event.
38. No exits or stairwells may be blocked at any time.

George Carlton Imes Conference Room

(located on first floor)

The Conference Room located on the first floor of the Regional Welcome Center is available for use by small groups for meetings the seating capacity approximately 30.

1. Rental fee is \$75 for four (4) hours and \$25 per hour thereafter.
2. Minimum rental period will be 4 hours.
3. Rental fee is required one month prior to the date of use.
4. A \$50 security deposit is due with rental fee at least one month prior to the date of use. After room is inspected and found in good condition, a check for this deposit amount will be issued to lessee.
5. Fees are subject to change without notice.
6. Food may be brought into the conference room. All garbage should be placed in designated areas when you are finished.
7. A Certified Police Officer will be required for any events after normal operating business hours, Monday – Friday, 8 a.m. – 5 p.m. at the rate of \$25 per hour with a minimum of 2 hours.

Rental Date/s _____ Time of Event _____

Time for Security: _____ No. of Guests: _____ Tables: _____

**CITY OF GRIFFIN
RENTAL CONTRACT FOR THE REGIONAL WELCOME CENTER
MEETING AND BANQUET FACILITY**

This agreement made and entered into this _____ day of _____, _____,
By and between the City of Griffin acting by and through its duly authorized representative, herein
called Lessor and Lessee.

PRINT THE FOLLOWING INFORMATION:

LESSEE NAME: _____

NAME OF GROUP REPRESENTING:

LESSEE ADDRESS: _____

LESSEE PHONE NO.: Home _____ Mobile _____

e-mail: _____

That upon the terms and conditions expressed herein and in consideration of the covenants and
agreements expressed herein and of the faithful performance by the Lessee of all such covenants and
agreements, the Lessor does hereby grant the Lessee the right to use and occupy the following
described space and premises, including adjacent parking facilities, located in the City of Griffin.

Meeting Use and Arrangement: Banquet Room _____ Conference Room(1st floor) _____
(BANQUET) (SEMINAR) (CLASSROOM/TRAINING) (FAMILY EVENT)
Other: _____

And for no other purpose without the written consent of the Lessor.

Rental Fee	_____
Application Fee	_____ Ck# _____
(Non-refundable deposit to reserve Banquet Room; applied to rental fee.)	
Equipment Fee	_____
<u>BALANCE</u> of Rental Fee	_____
Damage Deposit	<u>\$350</u> Ck# _____
Other	_____
BALANCE DUE	_____ Ck# _____

(Due One Month prior to date of use.)

Checks should be made payable to: City of Griffin, 143 North Hill Street, Griffin, GA 30224

Will alcohol be served? Y/N Name of Licensed Georgia Alcohol Beverage Caterer:

I have read and understand the rental rules and regulations of the City of Griffin Welcome Center.

Lessee _____ Date: _____