

## **WOOLSEY TOWN HALL AND COMMUNITY CENTER (WCC) RENTAL AGREEMENT**

The Woolsey Town Hall and Community Center (known hereinafter as WCC) is a multi-use facility located at 113 Hill Avenue, Fayetteville, Georgia and is available for use through the town designated rental agent, subject to the conditions of the policies stated below. The facility is handicapped accessible and will seat 58 people comfortably in a banquet type arrangement. Total capacity is 80 people – that are standing with no tables or chairs set up.

### **The Following Conditions Must Be Observed When Using the Center:**

1. The WCC is available for rent between the hours of 8:00 a.m. and 11:00 p.m. daily and may be rented by an individual who is at least twenty-one (21) years of age, on behalf of him/herself or on behalf of a group or organization (hereinafter referred to as “Renter”). The Renter must be present for the duration of the event.
2. Adult supervision is required at all times during the rental period and such adult shall be over twenty-one (21) years of age. If the event is to be attended by individuals under eighteen (18) years of age, Renter shall provide no less than one adult over twenty-one (21) years of age to chaperone for every twelve persons present under eighteen (18) years of age.
3. Renter is solely responsible for the conduct of all individuals present during the rental period. Renter shall ensure that all individuals present comply with the terms of the Rental Agreement and of all of the applicable Ordinances of the Town. Any expenses incurred by the Town as a result of the actions of Renter or Renter’s guests or any individual present during the rental period shall be charged to and paid by the Renter.
4. The Town reserves the right to refuse the rental of the WCC to any individual or organization, including those that have on a previous occasion rented the WCC and failed to comply with any of the terms or conditions set forth in the Rental Agreement and/or Rules and Regulations, or Town Ordinances.
5. SMOKING is not allowed inside the WCC or on any part of the porch areas. Smokers will need to go to the grassy area behind the outdoor pergola to smoke.

6. Cooking or grilling of any type is PROHIBITED INSIDE THE BUILDING or on the porch areas. You MUST use the gravel parking lot for any grilling activity.
7. NO PETS are allowed in or on the WCC premises.
8. **ALCOHOLIC BEVERAGES ARE RESTRICTED TO BEER, WINE AND CHAMPAGNE. CONSUMPTION OF BEER, WINE AND CHAMPAGNE IS RESTRICTED TO INSIDE OF THE WCC AND THE GRASSY/PERGOLA AREA LOCATED IMMEDIATELY BEHIND THE WCC. NO CONSUMPTION OF BEER, WINE OR CHAMPAGNE IS ALLOWED IN THE PARKING LOT OR ON THE FRONT PORCH AREA OF THE PROPERTY.**
9. The WCC will have available tables and chairs for Renter's function. Arrangements of tables and chairs will be determined by Renter, with the set-up and take-down done by the Rental Agent. There will be an additional charge for WCC tables and/or chairs that are set-up outside. NOTE: THE TOWN COUNCIL DESK MAY NOT BE MOVED OR USED WITHOUT PROPER COVERING PROVIDED BY THE WCC.
10. A Refundable Security Deposit in the amount of ONE HUNDRED FIFTY (\$150.00) DOLLARS shall be paid by Renter to cover the cost of any damage to the building, furniture or furnishings. The Security Deposit shall be refunded by the Town to the Renter only after inspection of the WCC by the Rental Agent and it has been determined that no damage has occurred as a result of Renter or Renter's guests. If damage has occurred, including but not limited to floors, walls, appliances, furniture, furnishings, plumbing, electrical, landscaping, property of Renter's guests, etc., the cost of repair or replacement shall be deducted from the Security Deposit and the remaining balance of Security Deposit, if any, shall be refunded to Renter. Intentional damage or damage occurring due to neglect by Renter or Renter's guests could result in additional fees incurred by the Renter and/or legal action.
11. Upon acceptance and execution of the Rental Agreement by Renter, The Renter shall make payment of the Security Deposit. Upon acceptance of the Rental Agreement executed by the Renter and upon the receipt of the Security Deposit, the Town's Rental Agent shall execute the Rental Agreement on behalf of the Town. NOTE: A Rental Agreement without the signature of the parties and payment in full of the Security deposit is not valid. The rental date is not guaranteed without a valid Rental Agreement and payment of the Security Deposit.

12. **Rental fees are due two weeks before the event. After being notified that your rental is due, if payment is not made within 24 hours, your event will be cancelled and your deposit forfeited. If notice of cancellation is received less than one (1) month prior to date of reservation, the deposit will be forfeited. If, for any reason you need to reschedule your event, the deposit will be transferred one time only (depending on availability) and then forfeited.**
13. All activities of Renter and Renter's guests must be terminated by 11:00 p.m. and the WCC vacated and locked no later than midnight. The parking area must be vacated by 12:15 a.m. In the event any activity continues beyond midnight and/or the Renter or Renter's guests fail to vacate the Center by midnight or the parking area by 12:15 a.m., then Renter shall pay to Town an additional FIFTY (\$50.00) DOLLARS for each additional full/partial hour of activity or parking beyond midnight until the WCC and parking area are completely vacated.
14. Any monies due from Renter to Town as a result of item 10 above must be paid within five (5) business days following the date of Rental. Renter's failure to make such payment to the Town will result in Renter's forfeiture of the Security Deposit.

# WOOLSEY TOWN HALL AND COMMUNITY CENTER (WCC) RESERVATION APPLICATION

Organization/Family/Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ Will Food Be Served: ( ) Yes ( ) No

How Did You Find Out About the Woolsey Community Center \_\_\_\_\_

By signing below, I am stating that I have received and read a copy the Rules and Regulations of the WCC as established by the Town of Woolsey. I also agree my Organization/Family/Group will abide by the aforementioned established policy for use of the facility and we will be responsible for any damages to Town Property resulting from the use of this facility, whether intentional, through negligence, or accidental, as stated in the policy.

I hereby release the Town of Woolsey and its employees, and agents for any injury to person or property, from whatever cause, which may occur during my use of the Woolsey Community Center. And I hereby Indemnify and hold the Town of Woolsey and its employees and agents harmless from any and all injuries, claims, damages, suits and costs from whatever cause arising from my use of the WCC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Security Deposit \$150.00 Check # \_\_\_\_\_

I understand night before or early entrance is not permitted unless previously authorized.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_