

RECEPTION HALL
RENTAL FEE SCHEDULE
CITY OF WHITE
29 W Rocky Street, White GA 30184

The reception hall is available for your event, i.e. (Wedding/Baby showers, Birthday parties, Reunions, Receptions, etc.): This room will hold 30-40 people comfortably.

****Deposit is due within 3 days of reservation request and rental fees
are due the following week** All payments are cash only.**

INCLUDED WITH THE RENTAL OF CITY HALL ROOM:

Full Kitchen, Trash service, Bathroom facilities, Tables and Chairs. Seating for 35-40.

You must contain your event to the reception hall. Table and chair set up is not allowed in the hallway as that is a Fire Hazard.

RULES:

1. Facility must be clean and undamaged before deposit is refunded.
2. Trash bags will be provided and must be used in all inside trash containers. All bags of trash should be placed in large trash containers in the rear of the City Hall building Only.
3. Children must be kept under control and supervised at all times, no running and playing inside the building (a children's park is located on property for this).
4. **NO ALCOHOLIC BEVERAGES or Illegal Substances.**
5. Building is to be closed by 9:00 p.m.
6. No loud music that disturbs the peace of the community.
7. Rental to a responsible adult over the age of 21.
8. Restricted only to the area of building being rented.
9. The City of White reserves the right to deny rental of property.
10. Building will be open 30 minutes prior to the designated time to allow for set up.
11. Rent is non-refundable if event is cancelled.
12. **No decorations are to be placed on the walls or ceiling. Decorations maybe placed on the WOOD TRIM only in the Reception Hall. You will forfeit your deposit if you put anything on the walls.**

*****No Rentals on any City holiday*****

AGREEMENT:

I _____ agree to the above terms.
(Print name)

On _____ From _____ to _____.
(Date) (Time) (Time)

(Signature) (Phone number)

Reception Hall

\$150.00 Deposit that is refundable under certain conditions
\$50.00 per hour rental fee

Deposit is due within three days of making a reservation

Rental fees must be paid the following week

You will get your deposit back if the building is cleaned up, and no damages are found. This includes sweeping and mopping.

The building will be unlocked 30 minutes before your event

You have until 30 minutes after your event to clean up

Payments are cash only