

City of Hamilton
Fire Department
10188 Highway 116 East
PO Box 112
Hamilton, GA 31811

RENTAL AGREEMENT

Date of event: _____

Time of event: _____

Type of event: _____

**I HAVE READ AND AGREE TO THE RULES AND CONDITIONS FOR THE RENTAL OF
THE HAMILTON FIRE DEPARTMENT COMMONS ROOM.**

Name Signature: _____

Name Printed: _____

Address: _____

Telephone Number: _____

Reservation of Building: \$100.00 deposit is required for everyone

Date paid: _____ Received by: _____

Inspected by: _____ Refunded Date: _____
Date: _____

Rental of Building: _____

Amount of rental: _____ Date paid: _____

COMMUNITY CENTER AT HAMILTON
FIRE STATION

10188 Highway 116E
PO Box 112
Hamilton, GA 31811
706-628-5321 fax 706-628-9520
Fire Chief Benjamin Hood

To rent the Community Center at the Hamilton Fire Station, the following charges must be paid when the rental agreement is completed and turned in to City Hall. The clerks will pencil in your request and hold the building for **three (3) days** only. Some charges will require prior approval of **five (5) days**.

THERE ARE NO EXEPTIONS TO THESE CHARGES.

- When renting, if there is damage or cleaning issues when you take possession of the building, please call 706-628-5321 immediately to report the issue. If no one answers, please leave a detailed message stating the issue and your name, date, and time of the call.
 - The rental key must be picked up at City Hall between 3:00 and 4:00 pm on Friday for weekend events. If the key is requested earlier, an additional day's charge will be incurred.
 - With special permission, if no other event is occurring, you may be allowed to set up, after 5:00 pm, the evening before your event for a fee of \$25.00 – YOU MUST REQUEST PERMISSION!
1. A \$100.00 refundable deposit, for cleaning or damage, is due from **ANYONE** who rents the building. The deposit must be paid at the time of the application. This deposit is to ensure that the building has been cleaned and put to rights before it will be refunded. Cleaning consists of **removing all trash (liners for cans are provided)**, tables and counters must be washed, all dishes (plates, cups, glasses, silverware, pots/pans) must be washed, dried, and put away, any equipment used (popcorn machine, cotton candy machine, snow-cone machine, coffee-pots) must be cleaned and put away, the rug must be vacuumed, the floor swept and mopped. The bathrooms must be cleaned. The deposit is **NOT** automatically refunded and the inspection **MUST**, and **WILL** be done before the refund can be given. This can take up to three (3) days. **PLEASE** do not request the refund on the day following you event!
 2. To rent the building only from 8:00 am to 10:00 pm for Birthdays, Weddings, Family Reunions, etc. is **\$125.00**.
 3. If any additional time is needed for set up or decorating, an additional day's rental fee is required. This fee will be the same as the original fee of **\$125.00**. If requested after **5:00 pm** the fee will be **\$25.00**, permission must be requested.
 4. Genuine Non-Profit Groups are **\$50.00**. All other charges will be applied in addition if items are requested.
 5. Any time between 6:00 pm and 9:00 pm, or for a 3 to 4 hour meeting, with the uses of tables and chairs **ONLY** will be **\$75.00**
 6. With utensils, (silverware, glasses, plates) **\$50.00** additional charge.
 7. Popcorn machine with materials, **\$25.00** additional charge.
 8. Snow Cone Machine with materials, **\$25.00** additional charge.

The Community Center can seat up to **125** people and has a capacity of **150** people. There are **20**, 8 foot rectangular tables, **two** 5 foot round tables, **two** 6 foot rectangular tables and **125** chairs for use.

GENERAL RULES

1. Inside smoking is **NOT ALLOWED**.
2. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
3. An Audio/Projection System is included. (If you need help with this, please let us know in advance.)
4. Please only use **TAPE** for the wall decorations, **DO NOT USE pins, thumb tacks, or nails.**

THE EVENT ORGANIZER IS RESPONSIBLE FOR ANY DAMAGE TO THE BUILDING AND ITS CONTENTS. THIS WILL BE DEDUCTED FROM THE DEPOSIT.

THE CITY OF HAMILTON IS NOT RESPONSIBLE FOR ANY DAMAGE TO PARTICIPANTS BELONGINGS DURING THESE EVENTS.

THE CITY OF HAMILTON RESERVES THE RIGHT TO CHANGE THESE RULES AT ANY TIME WITH OR WITHOUT NOTICE.

EXIT LIST

PLEASE USE THIS LIST BEFORE YOU EXIT TO MAKE SURE THAT ALL ITEMS HAVE BEEN COMPLETED

- ☐ **ALL DISHES WASHED, DRIED, AND PUT AWAY**
- ☐ **COUNTERS, TABLES, AND CHAIRS HAVE BEEN WIPED DOWN**
- ☐ **TABLES AND CHAIRS PUT INTO HOLDING RACKS**
- ☐ **BATHROOMS CLEANED**
- ☐ **ALL FLOORS HAVE BEEN VACCUUMED, SWEEPED AND MOPPED**
- ☐ **TRASH HAS BEEN REMOVED FROM THE PREMISES**
- ☐ **HEAT/AIR CONDITIONING HAS BEEN SET TO THE OFF POSITION**
- ☐ **LIGHTS ARE TURNED OFF**
- ☐ **DOORS ARE SECURED AND LOCKED**
- ☐ **RETURN KEY TO CITY HALL – 210 WALTON STREET**