



CITY OF WAYNESBORO

ICE PLANT RENTAL AGREEMENT

Renters Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Rental Date: _____

Type of Function: _____

Hours of Event: _____

Number Expected to Attend: _____

(The Event Set-up sheet is located on page 5 of this packet)

Rooms Requested: Front/Historic Artifacts Room

Back Room/Kitchen Meeting/Conference

<u>Tables & Sizes</u>	<u>Amt of Chairs:</u>	<u>Requested # of Tables</u>	<u>Requested # of Chairs</u>
(14) 6 ft. rectangle (4-6):	_____	_____	_____
(4) 9 ft. rectangle: (6-8)	_____	_____	_____
(9) 60"/ (5ft.) Round: (5-6)	_____	_____	_____
(3) 72"/ (6ft.) Round (8-10)	_____	_____	_____
(3) 32'x 43' Coctail/High-top	_____	_____	_____

For Administrative use only

Rental fee: \$600.00

(Less) Refundable \$100.00 Cleaning/Damage Deposit

Initial Deposit Amount: _____

(Initial Deposit & Signed Contract are required to reserve the date)

Initial Deposit type: Credit Check/MO# _____

Date _____ Balance Owed: _____

Payment #1 Amount: _____

Type: Cash Credit Check/ MO # _____

Date: _____ Balance Owed: _____

Payment #2 Amount: _____

Type: Cash Credit Check / MO # _____

Date: _____ Balance Owed: _____

Payment #3 Amount: _____

Type: Cash Credit Check/MO# _____

Date: _____ Balance Owed: _____

Door Code Issued to: _____

Return Deposit Issued: YES NO

Thank you for your interest in renting the Waynesboro Ice Plant for your upcoming event. The Ice Plant provides a pleasant atmosphere for any special celebration or affair. This venue is available to rent for weddings and/or receptions, anniversaries, family reunions, and much more!
(Events that require a fee upon entry are not permitted for rental.)

The following is some information to help you in the planning process. If you require additional information concerning rental of the building, please contact the Planning & Development Department at (706) 554-8006. For emergencies please contact Shelley Broxton, Planning & Development Coordinator at (706)554-8006 or (706) 871-8861.

Rental Information

\$100.00 Initial Rental Deposit to secure your rental date (non-refundable)

+ **\$500.00** - Per Day

(Total rental fee)= **\$600.00** - Less Cleaning/Damage Deposit **-\$100.00 Refund** (Contingent upon post- rental inspection results)

Smoking is not permitted in the facility at any time.

All events must conclude by 12 midnight. No Alcoholic Beverages Allowed.

Deposit:

The initial rental deposit is a \$100.00 non-refundable deposit that is required to secure your date for an event. This deposit is due upon the signing of the contract. The initial deposit needs to be paid at the Ice Plant by means of CHECK/MONEY ORDER or CREDIT/DEBIT CARD ONLY. This deposit is applied toward the balance of your total rental fee. The facility is not considered booked until the contract is signed and the deposit is paid. (Rental dates are assigned on a first- come, first-served basis.)

Damage/Cleaning Deposit:

A \$100.00 cleaning/damage deposit will be refunded if the premises are left clean and undamaged by the renter and guests. Facility management will return the damage deposit, less any amount retained to compensate the City for any loss or damage, within ten (10) business days after the event.

Trash:

Trash containers and bags will be provided; renter must ensure that all refuse is placed in provided containers outside after the rental. **Renter is responsible for returning the space to the clean condition in which it was found. All garbage must be collected, properly bagged and removed by the renter. There are garbage cans located in the rear of the building for your convenience. The premises will undergo a post-rental inspection, and if these conditions are not met, the cleaning/ damage deposit will be forfeited.**

Personal Property:

The City is not responsible for damages or loss to personal property of the renter, guests, invitees, independent contractors and/or entertainers/vendors, which is left on the premises before, during or after an event.

Nuisance:

The renter is responsible for the conduct of guests during the rental period, causing a public nuisance may, at the discretion of the Police Department, be grounds for ejection from the facilities.

Electronic Door Code:

The renter will be responsible for the electronic door code, this code is only valid for entry on the date/(s) that the facility has been rented. If the renter shares their code with others, the renter is still the liable party in the instance of any damage.

Minimum age:

Renter must be at least twenty-one (21) years of age, and the event must be supervised by a responsible adult at all times.

Pets:

Pets are not permitted inside the building and they may not be left unattended elsewhere.

Parking:

Parking areas are conveniently located in the front and rear of the facility.

Set-up:

Set-up can begin on the day of the event. No set-up is allowed the day before unless prior arrangements were made with facility management. You must specify in writing two weeks prior to the event, any special requests you may have. (These requests may result in an additional fee.)

Food and Beverage:

You may hire a caterer of your choice or provide your own food for the event. Because the facility is only equipped with a (household sized) microwave, refrigerator and sink, most items must be prepared prior to the rental. The City assumes no responsibility for any problems arising from or concerning improper preparation of food, and/or improper storage. Kitchen utensils and dishes are not available for rental.

Entertainment/Equipment:

Bands or DJs are permitted in the facility during the event. Equipment can only be delivered on the day of the event unless other arrangements have been made with facility management. All equipment must be removed at the conclusion of the rental. Any special requirements necessary for the band or DJ system are to be brought to the attention of the management at least two weeks prior to the event. (These requests may result in an additional fee.)

Decorations:

No decorations may be affixed to any wall, table, ceiling or light fixture with tape, nails, tacks, screws, staples or any other type of adhesive. Candles must be enclosed in glass shade or votive container. **No glitter, bird seed, decorative sprinkles, confetti, "silly string" or bubbles may be used in the facility.** Garlands, ribbons, etc. may be used on exterior entry railings with permission. The rental includes the use of tables and chairs. You must return the "Event set up sheet" at least 1 week prior to the rental in order for City staff to complete the setup of the tables and chairs for your event. These items must remain in their original location and should not be moved.

If any of the prohibited items are noted upon post-rental inspection, the damage/cleaning deposit will be forfeited.

Liability:

The City shall not be liable for any injury or damage to any person and their invited guests or to any property at any time on said premises or the Ice Plant from any cause whatsoever that may at any time exist from the use or condition of said premises or building, or from ice thereon, or from water, rain, or snow which may leak into, issue or flow from any part of the building, or from pipes or plumbing, of the same, or from any other place or quarter, or from any other cause, during the rental period. The City is further indemnified from the renter for any damages to the City or management due to the actions of the renter or his/her guests.

Cancellation:

THE INITIAL RENTAL DEPOSIT IS NON-REFUNDABLE UNLESS THE EVENT IS CANCELLED BY THE CITY OF WAYNESBORO AND/OR FACILITY MANAGEMENT.

If an event is cancelled by the City, the initial rental deposit shall be refunded within thirty days after the cancellation. The City shall not be held liable for damage of any type, whether direct or consequential, to the renter, or to an entertainer/vendor hired by the renter, for cancellation of the event. The renter acknowledges and understands that the sole remedy for any claim of damages arising out of, or relating to, a cancellation shall be a refund of the initial rental deposit. Without limiting the generality of the foregoing provision, the renter agrees that the City shall not be liable for failure to perform due to any unforeseen circumstances beyond the control of the City or facility management, including but not limited to fire, flood, storm, strike, acts of governmental authority, failure of utility services, failure of appliances, unavailability of supplies or damage to the facility. Performance of this contract is contingent upon the ability of the City management to complete the same, and is subject to accidents, transportation of foods, beverages or supplies and other causes, which are beyond the control of the City management. The City reserves the right to refuse service to anyone.

Rental Agreement

The below referenced parties have this day entered into this contract to rent a defined space(s) in the City of Waynesboro's Historical Ice Plant building having a common address of
260 Barron Street, Waynesboro, Georgia, 30830

This contract, made and entered into this _____ day of _____, 20____ between _____ ("renter(s)"), and the City of Waynesboro ("City").

The City agrees to the rental of the Ice Plant for \$_____ on _____ (RENTAL DATE).

THE INITIAL RENTAL DEPOSIT OF \$_____ HAS BEEN PAID on _____ (DATE).

THE REMAINING BALANCE OF: \$_____ MUST BE PAID BY _____ (DATE).
(FAILURE TO PAY WITHIN THE ABOVE TIME LIMIT COULD RESULT IN CANCELLATION)

City of Waynesboro Ice Plant Hold Harmless, Indemnification and Waiver Rider

Indemnification - The undersigned (renter), as renter or agent for the renter of this facility, shall indemnify and hold harmless the City of Waynesboro and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney fees) City of Waynesboro Ice Plant incurred by the City of Waynesboro and/or any of its officials, employees and agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with this rental contract.

Waiver - The undersigned (renter) knows, understands and acknowledges the risks and hazards associated with using the property and hereby assumes any and all risks and hazards associated herewith. The user hereby irrevocably waives any and all claims against the City of Waynesboro or any of its officials, employees and agents for any bodily injury (including death), loss or property damage incurred by the user as a result of using the property and hereby irrevocably releases and discharges the City of Waynesboro from any and all claims of liability arising out of or associated with the use of the facility.

Property Damage - The undersigned (renter) shall pay the City of Waynesboro for any and all physical loss or damage to the facility or property (including but not limited to the cost to repair or replace table and chairs) caused by, arising out of, or relating to or associated with the use of the facility by the renter or by the renter's members, guests, agents or invitees.

I/We hereby agree to the terms and conditions set forth in this contract and acknowledge receipt of a copy.

Renters Signature: (DATE)

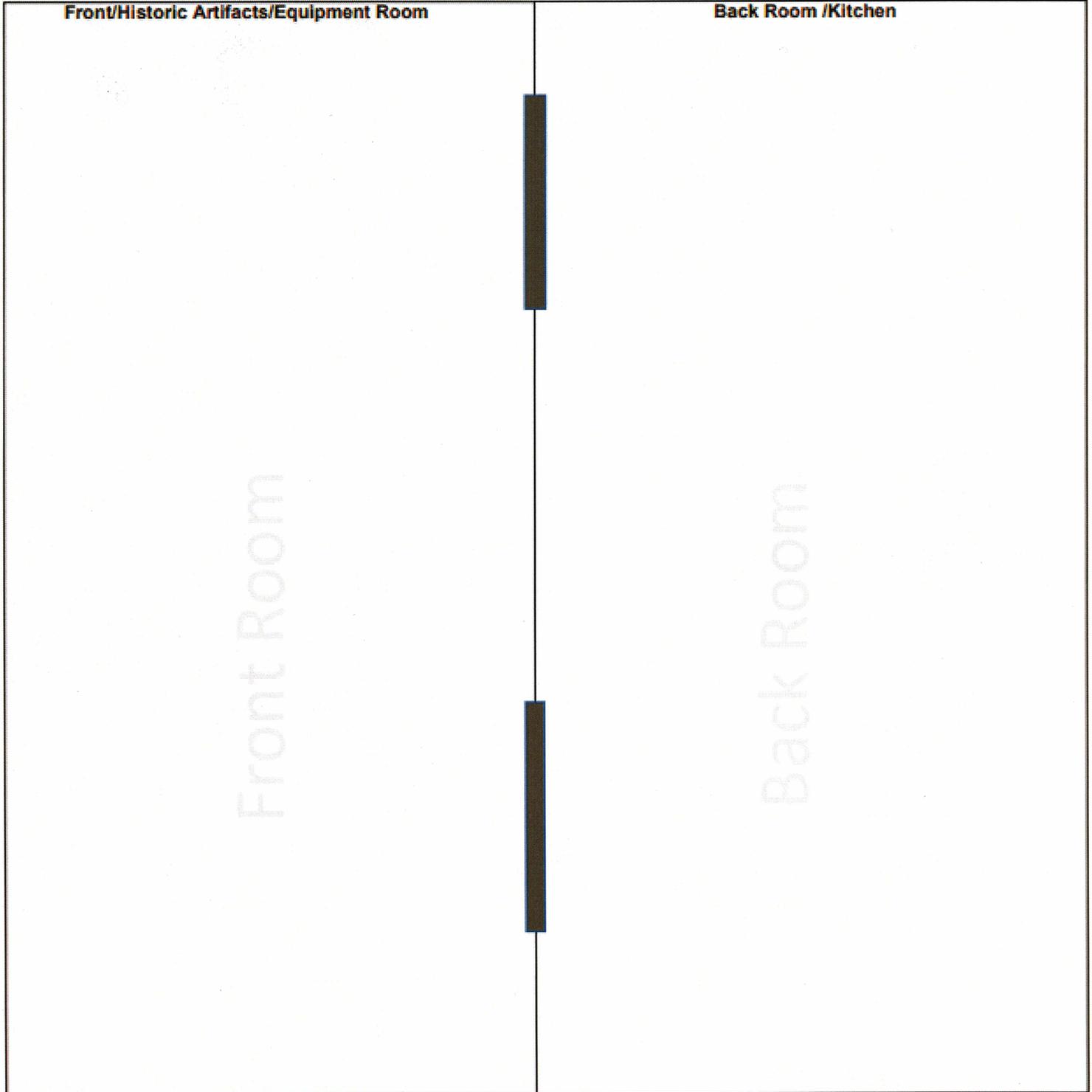
City Official Signature: (DATE)

ICE PLANT RENTAL Layout of Tables & Chairs

Renter _____ Rental Date _____

Tables: (14) - 6' RECTANGLE (4-6chairs) (4) - 8' RECTANGLE (4-6chairs) (3)-72" ROUND (8-10chairs)

(9) -60" ROUND (5-6chairs) (3)-32"x 43"Coctall/High-top (no chairs)



For additional layout options, ideas and/or previous layout pictures and examples, please send requests to

LaShayla Kent @ Lkent@waynesboroga.com or Shelley Broxton @ sbroxton@waynesboroga.com.

