

HIRAM COMMUNITY CENTER RULES AND REGULATIONS:

MAXIMUM CAPACITY : 80 Seated /101 standing

Please initial all yellow highlighted areas below. A copy of these initialed pages must be returned with your contract to secure a reservation:

CANCELLATION POLICY: To obtain a refund for a cancelled event, written notice of cancellation must be received 30 days prior to the scheduled event date for a full refund. If cancelled less than 30 days prior to the event date, **NO REFUND WILL BE GIVEN & NO RESCHEDULING TO A DIFFERENT DATE**

1. Reserved Hours: The hours that were reserved for your event are strictly enforced, which must include **set up and clean up**. For example, an event scheduled from 3 to 11pm means you are unlocking the door at 3pm and locking it at 11pm on your way out.

INITIALS:

2.

3. Key Pick Up/Drop Off: All events need to pick the key up on the day of their event no earlier than 15 minutes prior to the event start time at the Police Department/GCIC. (These are the double glass doors at City Hall). The key will need to be returned to GCIC and logged back in at the end of your event. They are open 24 hrs.

INITIALS:

4. Alcohol Policy: A Hiram Police Officer will be necessary for any event that will be serving alcohol during the hours that guests will be present. All guests that consume alcohol must be at least 21 years of age. The officer is \$35.00 per hour in cash, which is paid directly to the police officer at the beginning of the event. To schedule an officer, contact the Heather at City Hall Administration x201 or complete the paperwork at the time of signing the contract.

INITIALS:

5. Under Age Events: A Hiram Police Officer will be necessary for any party or event for those who are ages 13 to 20 years of age. The officer is \$35.00 per hour in cash, which is paid directly to the police officer at the beginning of the event. To schedule an officer, contact the Heather at City Hall Administration x201

INITIALS:

6. Catered Function: If catered, all components need to be set up and removed within the reserved event times. No over night or early drop offs allowed. Additional hours may be purchased for \$17.50/hr to accommodate additional time your caterer may need. These hours need to be scheduled and paid for prior to your pick up of the key the day of your event.

INITIALS:

SET UP:

7. **THE COUNCIL BENCH/COURT BENCHES ARE NOT USABLE FURNITURE PIECES DURING YOUR EVENT.**

-These pieces may NOT be used for seating, food, beverages, decorations, etc. for any reason. Any damage sustained to these pieces will be the contracted person's monetary responsibility.

INITIALS

8. The approved copy of the contract must be with the contact person while using the facility.

INITIALS:

9. No smoking or tobacco use allowed in the hall. A smoking stand is available outside the front double glass doors and is the ONLY approved place for smoking on the City Hall property.

INITIALS:

10. All members of the party must adhere to the rules at all times.

INITIALS:

11. Do not alter the thermostat at all as it is locked / preset to take into consideration maximum capacity during an event.

INITIALS:

12. Items that are not allowed inside or outside the facility are as follows:
- Confetti, rice, and birdseed (even in regards to a wedding)
 - Personal, mobile grills (All sidewalks, passageways, halls, and exits shall not be obstructed at any time.)
 - Fire, candles, tiki torches, and all other open flames. Birthday candles are permitted in short periods of time to sing, take a picture, etc.
 - Gasoline, explosives, oils, and other artificial lights
 - Nails, tacks, staples, glue on any fixtures, wall, plantation shutters, doors or windows.
 - Scotch, masking, or duck tape on any fixtures, wall, plantation shutters, doors or windows.
 - Painting, staining, repairs, or alterations to change appearance or contours of said building or property
- INITIALS: _____
13. Children must be supervised by an adult at all times.
INITIALS: _____
14. There is no podium, projector or P.A. system available for public use.
INITIALS: _____

CLEAN UP:

15. Garbage is to be bagged, tied and placed in the dumpster. Trash cans should be placed by the kitchen before leaving the facility. The Lessee accepts the facility in good order, and repair, and agrees to leave the facility (building, grounds, furniture, and equipment) in like condition to the City of Hiram, free of debris and garbage.
INITIALS: _____
16. Items furnished that need to be cleaned and remain are:
Stove with self cleaning oven, 2 refrigerators, garbage cans, oven with stove top, and large capacity microwave
INITIALS: _____
17. Unfurnished Items that need to be cleaned/removed: All decorations, food, containers, and all rentals.
INITIALS: _____
18. Lessee is prohibited from removing furnishing or equipment owned by the City of Hiram from the community center.
INITIALS: _____
19. Turn all lights off when you leave and lock the front double glass doors.
INITIALS: _____
20. Drop off the key after the event at GCIC as instructed in paragraph #3.
INITIALS: _____

LIABILITIES, RESPONSIBILITIES, AND ADDITIONAL INFORMATION:

21. The Lessee shall be liable for any and all damages caused through their own act or the acts of anyone visiting the facility upon the invitation of said lessee or any portion thereof or to persons or property for which the City is held responsible.
INITIALS: _____
22. Surveillance Cameras have been added to the Community Center in October of 2011. These are for your protection as well as ours. Any damaged sustained during an event and found on video to be caused by the Lessee or the guests of the Lessee, whether invited or uninvited, shall be documented and quotes will be obtained to fix, repair or replace the item(s) damaged. The Lessee will be contacted within 5 business days regarding the damage and arrangements to pay for the damage will be made with the City Operations Manager, Mr. Jody Palmer. The Lessee is the sole responsible party for damage sustained during the rental hours of their event and if it is found to be other persons in attendance that caused the damage, it is the Lessee's responsibility to collect monies to pay for the damages directly from those guests. The City will not be responsible for collection of monies from any other parties other than the Lessee that has signed this contract.
INITIALS: _____
23. Lessor reserves the right through its officers or agents to reject any objectionable party or parties from the facility. Upon exercise of his authority through any of its employees, agents, or police officers, Lessee hereby waives any and all claims for damages against the City of Hiram.
INITIALS: _____
24. The Lessee hereby releases said City from any and all damages to persons or property during its use of facility. Lessee also agrees to indemnify and hold harmless the City against any and all claims sustained by any person, including the Lessee, which may result from the use of said park by Lessee. The indemnification

herein agreed to by the Lessee shall include indemnification for negligent acts of the City or any of its agents, servants, or employees.

INITIALS: 

25. Lessor reserves the right, without notice, to cancel this lease at anytime whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the **premises are used for any other than that specified by the lease, or if Lessee's use constitutes a nuisance or is** in any other way in violation of the laws or ordinances of the City of Hiram or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation.

INITIALS: 