

# Suite P - Rental Agreement

315 Plant Ave, Suite P, Waycross GA 31501

Prepared by: The Downtown Waycross Development Authority

Date:
Name:
Street Address:
City/State/Zip:
Email:
Phone:

Hereinafter referred to as "Renter" and the Downtown Waycross Development Authority, Waycross GA, hereinafter referred to as "Owner." Contracts are only to be enacted directly with the individual renter who will be signing and solely responsible for the rental. (No third-party entities/party planners/decorators).

## Owner does hereby grant unto Renter the use of - Suite P Venue

Date:		Enter Time:		Exit Time:	
Event Type		Start Time:		End Time:	
Early Entry		Entry Time:		Exit Time:	

**I, Renter, understand the rental period is only for the designated 8-hour event that you laid out above and the door code will only be active for that specified time. Initial: \_\_\_\_\_**

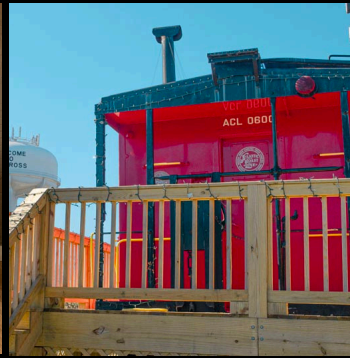
8 Hour Rental	\$350.00		**Balance due 30 days prior to event date.
Booking Deposit (refundable)	\$75.00		**Deposit due at time of booking.
Early Entry Fee (optional)	\$75.00		**Allows you 4 hours the DAY PRIOR to your event
Setup & Breakdown (optional)	\$150.00		**Setup & Breakdown is sole responsibility of the Renter, additional fees will apply if requested.
Total:			***There is a 4% service fee on all card transactions.



## Suite P Venue - Inclusions

Additional fees may apply to some amenities.

- 70 Person Capacity
- 70 Chairs
- 10 - 8' Rectangle Tables
- 2 - 10' Round Tables
- Kitchenette with microwave, sink & full size refrigerator
- L - Shape wooden serving bar w/underneath storage
- Add the ACL Caboose to any rental



## COVID - 19 Addendum

Signature required by state law.

1. **Renter acknowledges that they are aware of the Federal Government, State of Georgia and Local Government restrictions/guidelines for the COVID-19 pandemic.**
2. **Renter understands and agrees that all required COVID-19 restrictions/guidelines must be followed during any event.**
3. **Renter is assuming the inherent risk of exposure to COVID-19**
4. **renter understands and agrees that it is their responsibility to ensure that all current COVID-19 restrictions/guidelines are followed by their guests and/or staff.**
5. **Renter accepts responsibility to encourage the use of personal protective equipment and/or hand sanitizer for guests and staff during the event and provide such equipment/products as needed throughout their event.**
6. **The DWDA is immune from any civil liability for damages or any injuries resulting from exposure of an individual to COVID-19 on our premises while attending any event held within.**



## Venue Rules & Use:

Access policies and restrictions.

1. The total rent for the use of the premises shall be the total sum of the charges written under the word 'total' on page 1. **NO CASH OR PERSONAL CHECKS ARE ACCEPTED.** Acceptable payment methods are debit/credit, money order or business check. **\*\*There is a 4% service fee on ALL debit/credit transactions.**
2. The deposit shall not be refunded until after the event and inspection of the premises is found to be in satisfactory condition with no damage to property or breach of contract. No booking is final until the total charge is paid in full. Balance is due no later than 30 days prior to your event. Payment is to be made directly to the DWDA, 315 Plant Ave Suite B, Waycross Georgia 31501.
3. Events affected by circumstances outside of DWDA's control will NOT negate the terms of this contract or pricing.
4. Renter is to lock all doors at the end of event.
5. Renter is not permitted to use glitter/confetti or the like there of inside OR outside of the venue.
6. Renter is not permitted to use candles unless battery operated. **NO OPEN FLAMES PERMITTED INSIDE OR OUTSIDE THE VENUE.**
7. Renter is responsible for breakdown which includes returning all tables and chairs to their designated areas and removing all trash from the venue. **ALL trash must be placed in the dumpster. \*\*If you purchased setup/breakdown you do not need to put up the tables and chairs but you are still required to take out your trash.**
8. **NO SMOKING INSIDE THE VENUE.**
9. Renter is responsible for turning off ALL lights and A/C or heat at the end of event.
10. Renter is responsible for maintaining the cleanliness of the parking area.
11. Renter will assume the responsibility for any loss or damage to the venue/property within during the time of usage.
12. Renter will assume ALL liability and shall hold harmless from loss or expense, the DWDA, its members, employees, officers or directors, for any harm, injury or damage that anyone present at the event/function of Renter may incur while upon the property.
13. Renter is not permitted to use tape, nails, screws or any other such items to secure items to walls, ceilings, window facings or any other painted structure without prior consent. **\*\*If consent has been given, DWDA director will initial here: \_\_\_\_\_**
14. Renter is not permitted to occupy the building past 1AM.
15. Early Entry, if purchased, will allow Renter access to the venue no earlier than 12PM the prior day of the event, IF POSSIBLE, for a total of 4 hours. **\*\*Initial here to purchase Early Entry: \_\_\_\_\_**
16. Management must be made aware that alcohol will be present. Security is the sole responsibility of the Renter for any events with alcohol present.
17. In accordance with the Waycross City ordinance ARTICLE VII - ADULT ENTERTAINMENT ESTABLISHMENTS, all adult entertainment as defined in article VII is prohibited on ALL property owned by the DWDA. Failure to adhere to these guidelines and policies will immediately result in termination of this contract/rental agreement with NO REFUND and immediate removal from the premises.
18. **CANCELLATIONS:** If Renter wishes to cancel venue reservation, you must do so 30 days (or more) prior to your reservation date, for a FULL REFUND. If cancellation occurs less than 30 days prior to your reservation date Renter forfeits deposit amount. If deposit was made by money order refunds may take up to 2 weeks to process. If deposit is made by card, refund will be processed in 7-10 business days of cancellation.
19. Renter understands that they will receive the passcode and instructions to unlock the door no later than 30 MINUTES prior to the start time indicated in this contract.
20. **By signing this contract the Renter agrees and/or accepts and will abide by the ALL terms of this contract at all times during rental period.**

**SIGNATURE:**





## PAYMENT INFORMATION:

Office use ONLY.

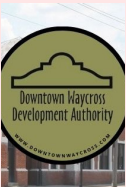
Accepted payment methods include:

- Debit/Credit Card (\*\*4% Service Fee on ALL card transactions)
- Money Order
- Business Check

Security Deposit: \$75.00

- Paid on: \_\_\_\_\_
- Payment Method: \_\_\_\_\_
- Balance: \_\_\_\_\_

1. Payment: \_\_\_\_\_
2. Payment: \_\_\_\_\_
3. Payment: \_\_\_\_\_
4. Payment: \_\_\_\_\_
5. Payment: \_\_\_\_\_
6. Payment: \_\_\_\_\_



**By signing this contract, Renter, understands that ALL card payments are subject to a 4% SERVICE FEE.**