



Venue Rental Agreement

Community Room
315 Plant Avenue, Waycross, GA 31501

Date Submitted: _____

Name: _____

Address: _____

Email: _____

Phone: _____ Event Type: _____

Event Date:		Entry Time:		Exit Time:	
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If Applicable:

Early Entry Date:		Early Entry Time:		EE Exit Time:	
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Item:	Cost:	✓	Info:
Booking Deposit	\$50.00		<i>Deposit is required to secure your event date.</i>
Rental Fee (8 hours)	\$250.00		<i>Balance is due 30 days prior to event date.</i>
Early Entry Fee (optional)	\$125.00		<i>Allows for an additional 4 hours the day prior.</i>
Setup & Breakdown (optional)	\$100.00		<i>Otherwise, setup & breakdown is the renter's responsibility.</i>
Total:		<i>We can accept payment in the form of a money order, business check or card. Card transactions have an additional 4% service fee.</i>	

What's included?	
• 50 Chairs	• Kitchenette
• 2 - 5ft Round Tables	• Private Restrooms
• 10 - 8ft Rectangle Tables	• 1 Smart TV (Bluetooth/HDMI hookup)

Venue Rules

Hereinafter, the individual who is completing the contract will be referred to as "Renter" and the Downtown Waycross Development Authority will be referred to as "Owner." The individual who completes the contract and signs is considered solely responsible for the rental.

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 an inspection of the premises. If the venue is found to be in satisfactory condition with no damage to property or breach of contract, your deposit will be refunded. No booking is final until the total charge is paid in full. Any remaining balance is at least 30 days prior to your event date. Payment is to be made directly to the DWDA, 315 Plant Ave Suite A, Waycross Georgia 31501.
3. Renter is to lock all doors at the end of event and remove all trash. Renter is responsible for turning off ALL lights and A/C or heat at the end of event.
4. Renter is not permitted to use glitter/confetti or the like there of, open flames/candles, tape, nails, screws or anything similar to secure items to the the walls, ceilings, windows or other painted surface.
5. Renter is responsible for breakdown unless purchased. Breakdown includes returning all tables and chairs to their designated area and removing all trash from the venue. ALL trash must be placed in the dumpster or trash cans available.
6. No smoking is allowed inside the venues. Please ensure to discard butts appropriately.
7. Renter is responsible for maintaining the cleanliness of the parking area.
8. Renter will assume responsibility for any loss or damage to the venue/property during the time of usage.
9. 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.
10. Renter is not permitted to occupy the building past 1AM.
11. Management must be made aware that alcohol will be present. Security is the sole responsibility of the Renter for any events with alcohol present.
12. 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.
13. 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 will forfeit their deposit. If cancellation occurs within 7 days of the event, no refund will be given. Events affected by circumstances outside of DWDA's control will NOT negate the terms of this contract or pricing. If deposit was made by money order, refunds may take up to 2 weeks to process. If the deposit was made by card, the refund will be processed in 7-10 business days of cancellation.
14. 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.

By signing this below, the Renter agrees to follow ALL terms of this contract during the rental period, with no exceptions. If any of terms and rules are broken, the Renter understands they will not receive their security deposit.

Renter Signature

Date