



Venue Rental Agreement

Community Room
 317 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:		EE Begin Time:		EE End Time:	
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Item:	Cost:	✓	Info:
Security 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. No exceptions!</i>
Early Entry Fee (optional)	\$125.00		<i>Allows for an additional 4 hours the day prior. Please list desired time frame in the applicable boxes above.</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?

<ul style="list-style-type: none"> 50 Chairs 	<ul style="list-style-type: none"> Kitchenette
<ul style="list-style-type: none"> 2 - 5ft Round Tables 	<ul style="list-style-type: none"> Private Restrooms
<ul style="list-style-type: none"> 10 - 8ft Rectangle Tables 	<ul style="list-style-type: none"> 1 Smart TV (Bluetooth/HDMI hookup)

Venue Rules

Hereinafter, the individual completing and signing this contract will be referred to as the "Renter," and the Downtown Waycross Development Authority will be referred to as the "Owner." The signer of this contract is solely responsible for the rental, the conduct of all guests, and any damage incurred.

Payment

- No cash or personal checks accepted. Accepted forms: debit/credit card, money order, or business check. **Note: A 4% service fee applies to all debit/credit card transactions.**
- Reservations are not final until paid in full. Any remaining balance must be paid at least 30 days prior to the event.
- Payments must be made to DWDA at 315 Plant Ave, Suite A, Waycross, GA 31501.

Security Deposit

- Deposits are refunded after post-event inspection if the venue is left clean and undamaged and all contract terms are met.

Facility Use and Closing Procedures

- Renter must:
 - Lock all doors at the end of the event.
 - Turn off all lights and HVAC.
 - Remove all trash and place it in designated dumpsters or containers.
 - Return tables and chairs to their designated areas (unless breakdown service is purchased).
 - Maintain cleanliness of the parking area.
 - Vacate the premises by 1:00 AM.

Damage and Liability

- Renter assumes responsibility for any loss or damage occurring during the rental period.
- Renter assumes all liability and agrees to hold harmless the DWDA, its members, officers, employees, and directors from any claims, injuries, or damages arising from the event.

Prohibited Items and Activities

- No glitter, confetti, open flames/candles, tape, nails, screws, or adhesives on walls, ceilings, windows, or painted surfaces.
- No smoking inside the venue.
- Adult entertainment, as defined by Waycross City Ordinance Article VII, is strictly prohibited.

Alcohol

- Management must be notified if alcohol will be present. Security is the sole responsibility of the Renter for events where alcohol is served.

Security Monitoring

- The venue is under **24-hour video surveillance** for security purposes.

Access

- Door code will be provided **no later than 30 minutes** before the contracted start time.

Cancellations/Refunds

- **30+ days prior:** Full refund.
- **Less than 30 days:** Deposit forfeited.
- **Within 7 days:** No refund.
- Events impacted by circumstances outside DWDA control do not alter contract terms.
- Refund processing:
 - Card payments: 7-10 business days
 - Money order: up to 2 weeks

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

Renter Signature

Date