THE GARDEN CLUB RENTAL APPLICATION

Print Name: _____ Event Type: _____

Phone Number: _____ Date of Event: _____

Address: _____ Balance Due By: _____

The cost to rent the Garden Club is as follows:
$100.00 Refundable Deposit to reserve the date requested
$400.00 Rental Fee to rent the facility
$75.00 Cleaning Fee

The $400.00 rental fee must be paid ten (10) business days BEFORE the date of the event. The $100.00 deposit will be refunded if the Garden Club is in the same condition as before the event and if the key is returned by the next day. Cancellations made exactly ten (10) business days before the event will be refunded in its entirety.

Keys for events must be picked up from the City Hall the day before your event no later than 4:30 p.m. For weekend events, please pick up keys on Friday no later than 4:30 p.m.

Entry to the facility is permitted **ONLY** for the day of the event.

IT IS YOUR RESPONSIBILITY TO REMEMBER TO PAY THE FEES ON TIME AND PICK UP THE KEY ON TIME

Please sign here agreeing to the information stated above: _____
Please initial each box below acknowledging you will be responsible for the following:

Replace items to their original locations (see attached diagram for proper placement). Limit six (6) chairs per stack. **PLEASE DO NOT MOVE THE PIANO!**

Pay for any damages to the facility and its premises that may occur during your rental of the property.

Remove all trash from the building (kitchen, bathrooms, and outside) and dispose of it into the garbage poly carts provided. All trash MUST be bagged. Please place new bags in the trash receptacles. **REQUIRED.**

For spills, mop and bucket are provided and can be found in the second closet in the kitchen (see diagram). Mop the floor with **WATER ONLY** (no bleach or other cleaning supplies are to be used on the floors.)

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Please initial each box below acknowledging you will be responsible for the following:

Cleaning supplies can be found under the kitchen sink. Dishwashing liquid and dishwasher pods are provided and are under the kitchen sink.

Air conditioning/heat **MUST** be turned **OFF** when exiting. There are two (2) thermostats (see diagram).

Be sure ALL doors are locked and building is secure (see diagram).

Return the key to City Hall in the drop box (located beside the drive thru window) no later than midnight on the day of the event.

Below is a checklist of items you should have knowledge of while using the facility:

- You may use any of the tables, chairs and plastic-coated tablecloths, but they need to be wiped down and left as you originally found them. **DO NOT** move any pieces of furniture. **DO NOT** remove any tables or chairs from the facility.
- **DO NOT** remove anything from the walls. If you need to cover the area for pictures, etc. you can hang a tablecloth over the area using scotch tape **ONLY!**
- Only dripless candles are to be used. No lighted candles can be placed in the windows. **DO NOT** light any of the decorative candles placed in the facility.
- **NO SMOKING ALLOWED** inside the Garden Club.
- **NO ALCOHOL ALLOWED** on the premises whatsoever.
- Especially for evening events, please be conscious of the noise level (**NO** loud music) and be respectful of the residents in the neighborhood.
- **ALL** events must end by 11:00 p.m. to allow for the removal of all materials, cleaning, and vacating of the facility by midnight. **NO EXCEPTIONS!**
- If supplies are low, or if you have any issues/questions please contact City Hall at (912) 654-2461.

Note: Violations of the rules will result in payment for damages and possible discontinuation of future use of the facility.

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By signing below, you are stating the aforementioned rules will be followed as well as agreeing to the following:

The applicant further agrees to provide all necessary and sufficient safeguards and to take all proper precautions against the occurrence of accidents, injuries, or damages to any person or property, including but not limited to participants and spectators; and to be responsible therefore, to indemnity and save harmless the City of Glennville from all loss or damage and any or all claims arising by reason of accidents, injuries, or damage to any other person or property in connection with said event.

To the fullest extent permitted by law, _____ shall indemnify, defend, and hold harmless the City of Glennville (Trustee), the Glennville Garden Club and American Legion Post 95 and their respective officials, officers, supervisors, and employees from and against all claims, damages, demands, losses, expenses, fines, causes of actions, suits, or other liabilities (including all costs, reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from the issuance of permits or permitted uses of city facilities.

_____ _____

Signature of Responsible Party **Date**

_____ _____

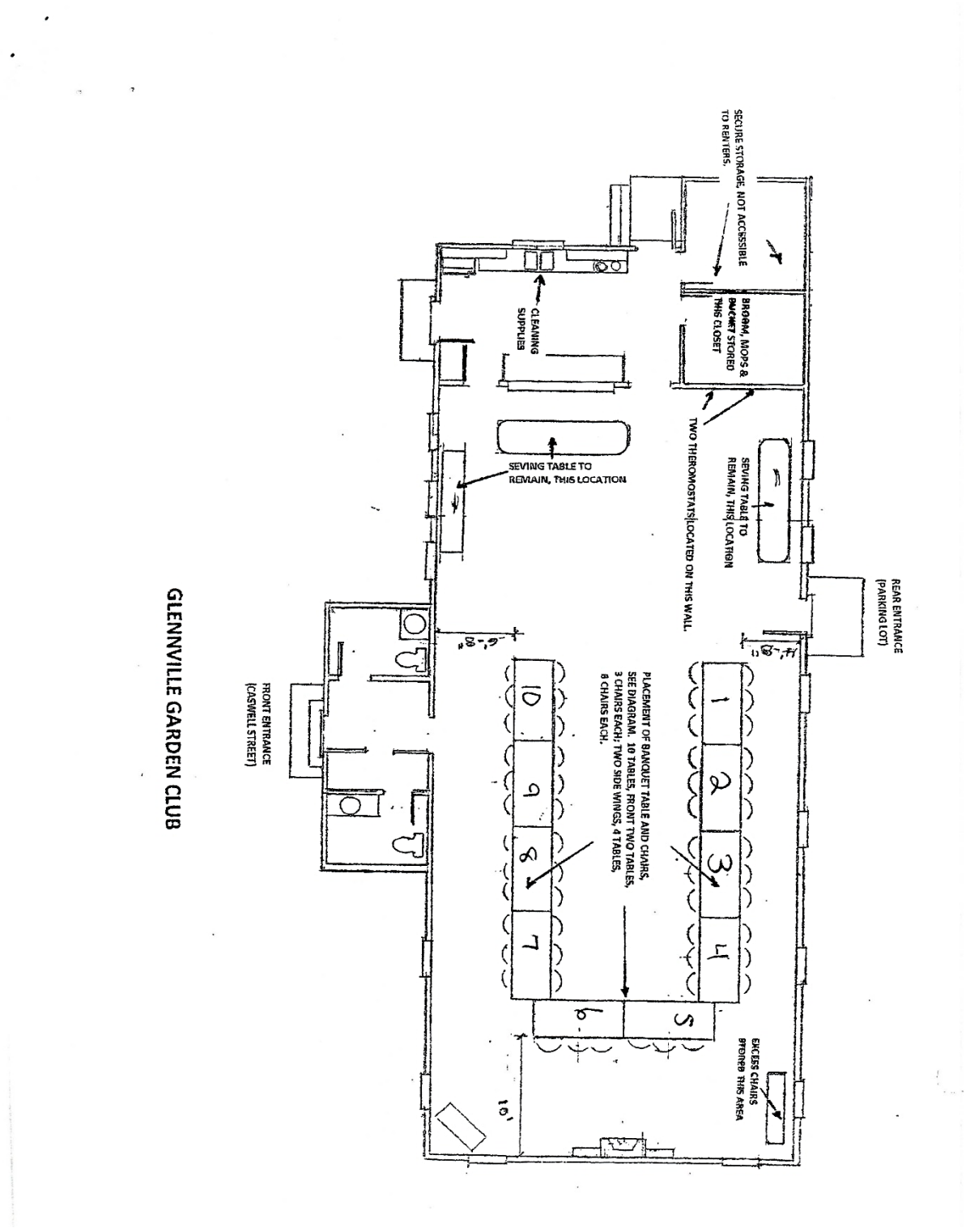
Print Name **Phone Number**

_____

Email Address

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