

# THE GARDEN CLUB RENTAL APPLICATION

Print Name: \_\_\_\_\_ Event/Type: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Balance Due By: \_\_\_\_\_

The total cost to rent The Garden Club is \$300. In order to reserve a specific date, the **RENTAL APPLICATION AND A \$100 DEPOSIT IS REQUIRED**. The \$300 rental fee **MUST BE PAID Ten (10) business days BEFORE the date of the event**. The \$100 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.

**\*Key pick up for Events scheduled Monday-Friday must be picked up from the City Hall the day before your event starting at 4:00 pm but NO LATER than 4:30 p.m. and on Fridays starting at 4:00 pm but NO LATER than 4:30 pm for Weekend Events.**

**\*Entry into the facility is for the Day of The Event ONLY!!**

**\* 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 above stated information: \_\_\_\_\_

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

- Replace items to the original place (see attached diagram for proper placement). Limit six (6) chairs per stack. PLEASE DO NOT MOVE 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 trash receptacles. **REQUIRED.**
- For spills, mop and bucket are provided and can be found in the second closet in the kitchen (see diagram). Mop floor with **WATER ONLY** (No bleach or other cleaning supplies are to be used on floors).
- 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 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 off and left as you originally found them. **DO NOT MOVE PIECES OF FURNITURE. ALSO, 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 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 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 or questions, 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.

**By signing below, you are stating the above rules will be followed as well as:**

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 indemnify 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.

The applicant shall encourage social distancing and shall abide by ALL provisions (especially number of people and serving of food) as related to the pandemic as outlined in the most current and valid Governor's Executive Order, which can be found <https://gov.georgia.gov/executive-action/executive-orders/2020-executive-orders>. Applicant assumes all risks.

To the fullest extent permitted by law, \_\_\_\_\_ shall indemnify, defend and hold harmless the City of Glennville (Trustee), Glennville Garden Club and American Legion Post No. 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

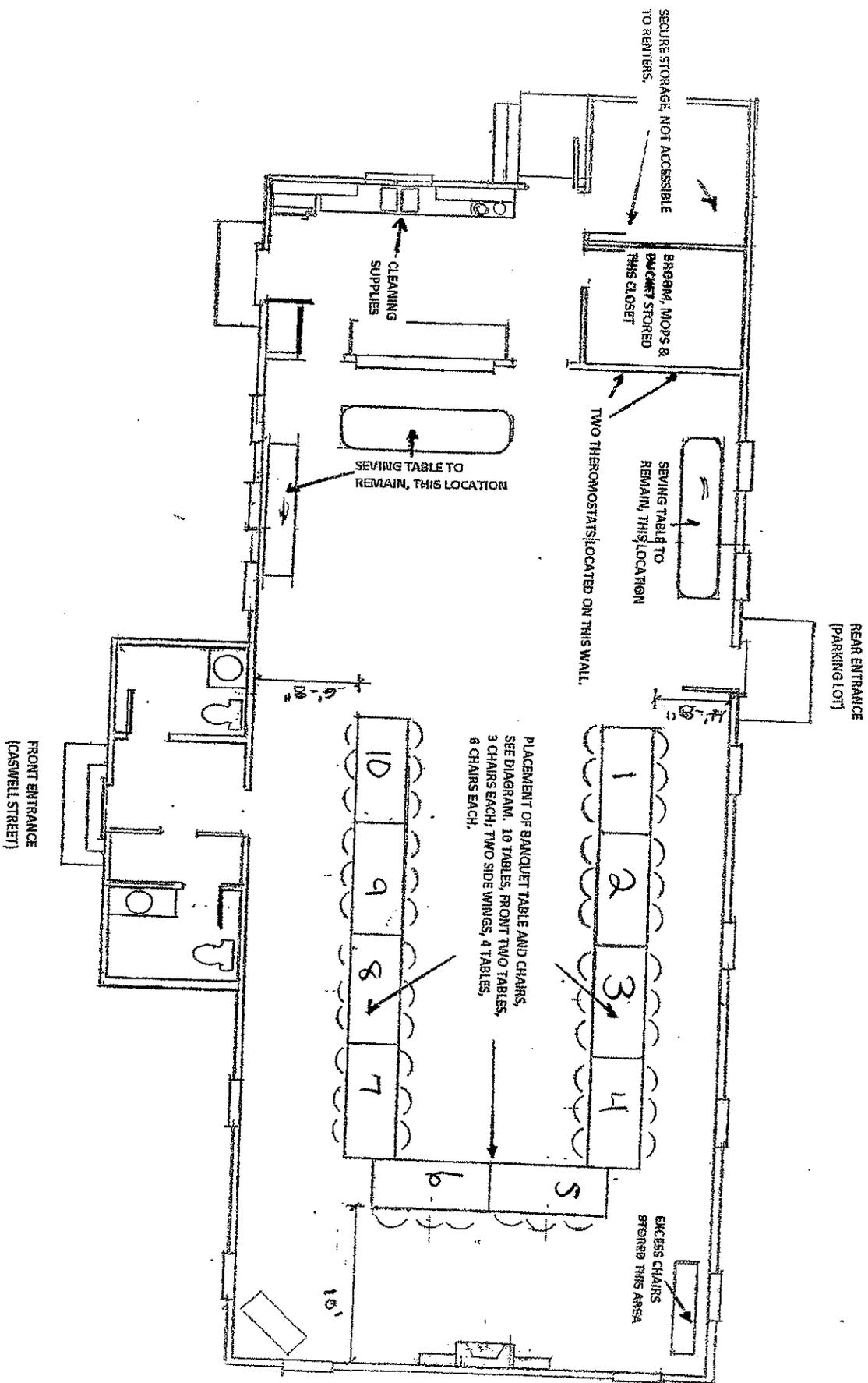
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

Updated 10/08/2021



# GLENNVILLE GARDEN CLUB