

GARDEN CLUB RENTAL APPLICATION

Event/Type: _____ Date of Event: _____

We are pleased that you have chosen to use the Garden Club facility.

The rental cost is \$200 which includes a \$50 NON-REFUNDABLE DEPOSIT. The \$50 deposit is **REQUIRED** to reserve the date with the \$150 rental fee payable within two (2) weeks of event. Cancellations made within two (2) weeks of the event will be refunded in its entirety.

The key must be picked up from City Hall, Monday - Friday no later than 5 p.m. on the day of the event, and by 5 p.m. on Fridays for weekend events. Entry into the facility is for that day **ONLY!!**

The individual reserving the Garden Club will be responsible for the following:

- Replacing items to the proper (original) place (see 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. If supplies are low or if you have any issues or questions, contact April Bradley at 912-654-2461 (City Hall) or 912-237-6880 (cell) or Ilein Alday at 912-505-0005 (cell). We provide dishwashing liquid and dishwasher pods 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 secured (see diagram).
- Return the key to City Hall (drop box provided on Welcome Center side of City Hall as well) after the event but within 24 hours of rental of facility.

Below is a checklist of items to be cognizant 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 TO INCLUDE THE PIANO. 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 on premises.
- Especially for evening events, please be cognizant of the noise level and 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!**

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:

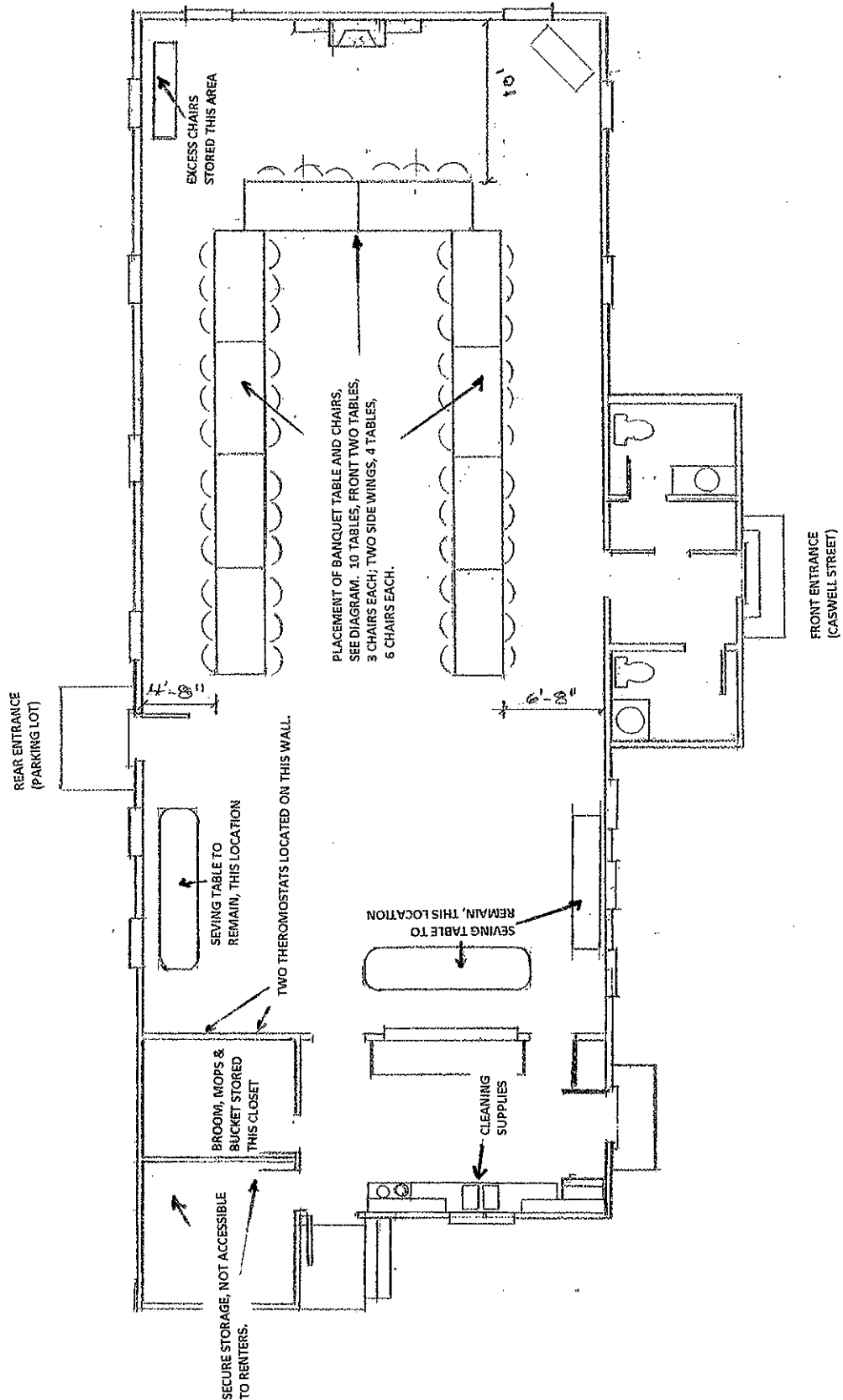
To the fullest extent permitted by law, _____ shall indemnify, defend and hold harmless the City of Glennville (Trustee), Glennville Garden Club and American Legion Post No. 95 and their respective officials, officers, supervisors, and employees from and against all claims, damages, demands, losses, 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

Contact Phone Number



GLENNVILLE GARDEN CLUB