

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 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. Otherwise, the deposit will be returned within seven (7) days of rental date if facility is found to be in as clean condition as when renter took possession. Renter can choose to not clean the facility and forfeit the cleaning deposit but **MUST** make this choice prior to the event.

The key must be picked up from City Hall Monday - Friday by 5 p.m. no later than the day of the event and by 5 p.m. on Fridays for weekend events.

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

- Replacing items to the proper (original) place (see diagram for proper placement).
- Property, both inside and out, is left clean.
- 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 and bathrooms) and dispose of it into the garbage poly carts provided. All trash **MUST** be bagged. Please place new bags in trash receptacles. **REQUIRED** regardless of cleaning choice.
- Mop bathrooms, kitchen and dining areas. 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). **NOT** required if requested forfeit of cleaning deposit.
- Cleaning supplies can be found under the kitchen sink. If supplies are low, contact Ilein Alday at 912-654-2461 (city hall) or 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 (dropbox provided on Welcome Center side of City Hall as well) within 24 hours of rental of facility. The deposit will be refunded, normally within seven (7) days upon return of the key and inspection 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.**
- 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.

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

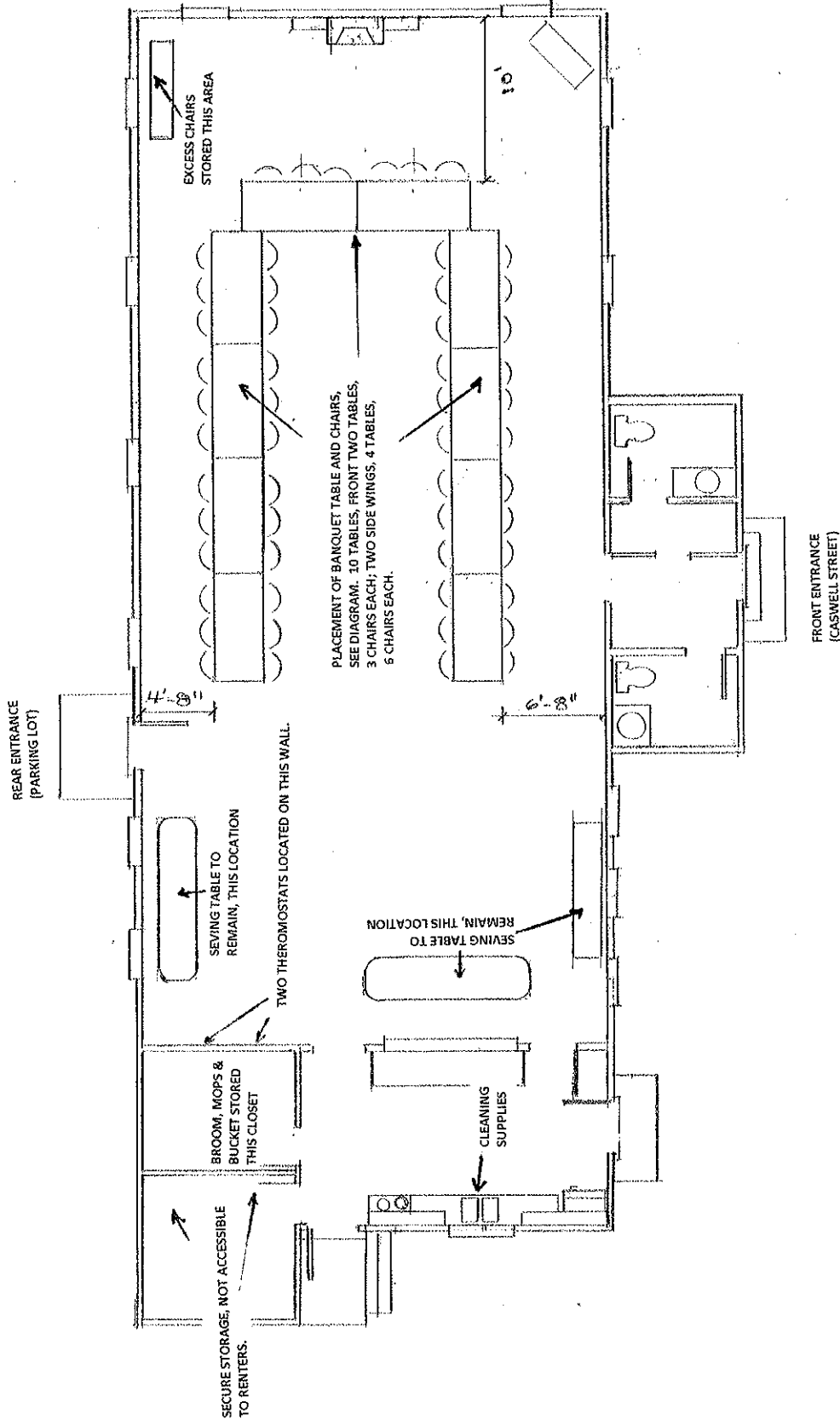
Date

Print Name

Contact Phone Number

I will clean the facility.

I will NOT clean the facility and thereby, forfeit my deposit.



GLENNVILLE GARDEN CLUB