



## Locust Grove Event Center

All agreements are between the Renter and LGEC. Any failure by a vendor to complete all required duties is the responsibility of the renter. We strongly suggest that you, the renter, make yourself very familiar with all rules and regulations contained in this information packet.

A signed Rental Contract and 50% of room rental are required to guarantee room and date. The remaining rental balance, Facility Attendant Fee and security deposit are due 30 days prior to event date and the final floor plan drawing is due 1 week prior to event date.

- Failure to pay the balance could result in loss of reservation and deposit.
- Security deposit will be refunded when the LGEC staff is assured that all contract requirements have been fulfilled. A check-out sheet must be completed and signed by the Facility Attendant before leaving the facility.
- Security deposit will be refunded in the form of a check and mailed to the person who made the payment within three weeks after the event date.

### General Policy \_\_\_\_\_ [initial here]

- Reservations will be accepted a maximum of 1 year to the day in advance.
- Reservations are issued to the first party to complete a contract. If you do not have a contract and have not given a deposit, then your date is still available and may be rented to another party.
- Rental time includes your setup and cleanup time for your event. All event contractors must work within your time limit and if you exceed your contracted time, you will be charged an additional fee.
- Due to city noise ordinance, all music, etc. must be completed by 11:00 PM.
- The Event Center will provide setup of **our** items as agreed upon and initialed on the layout diagram. Once a room is setup by our staff, it CAN NOT be changed or altered. Breakdown and cleanup of all rooms and patio used by the renter will be the renter's responsibility.
- Required cleanup is as follows: sweeping and mopping the ballroom floor, wipe down all tables, place tables and chairs in storage room or along the back wall in ballroom and the removal of all trash to the dumpster.
- No furniture or equipment is to be moved or removed without prior approval. Doing this may result in the forfeiture of your deposit.
- All tables and chairs **MUST** remain in their proper assigned rooms.
- No equipment, furnishings or similar items are allowed in the building or on the premises without written permission from the Event Center.
- **NO** alcohol is permitted outside the building.
- **NO SMOKING** is allowed inside the building. If a guest at your event is observed smoking in the building they will be asked to leave the premises immediately.

- Trash bags being removed from the building **MUST** not be taken out of trash containers until you reach the kitchen and **MUST NOT** be pulled across the floor. If there is a stain on the carpet downstairs, you will be charged for cleaning of the entire room.
- Proper etiquette is expected in common areas, including lobbies, restrooms, hallways, etc.
- Please do not allow your guests to throw food or beverage at your event. Allowing this will result in forfeiture of your deposit. We **DO** require that you have linen or mat under your cake table.
- Please do not allow your guests to throw items into the gas logs. The fire place will be operated by HCPRD Staff **ONLY** if prior arrangements have been made. Tampering with the gas logs will result in forfeiture of your deposit.
- Please do not allow your guests to go downstairs during your event. If items downstairs become damaged, you will be charged for the replacement of that item.
- Any event being held for any persons under the age of eighteen (18) years of age must have one adult (25 years of older) for every 20 attendees that are under the age of eighteen (18).
- Any event being held for persons under the age of eighteen (18) years of age, renter must pay double the applicable security deposit for the contracted rental room.
- Any event being held for persons under the age of eighteen (18) years of age, renter must pay for a security officer at the rate of \$25.00 per hour (4-hour minimum).
- Children are expected to be supervised at **ALL** times and should **NOT** be allowed to run or be in any room other than the one where your event is being held.
- No structures of any kind are allowed in the parking lot or grass area of the Event Center. This applies to inflatables for any event.
- No grills are permitted outside.
- No open flames are allowed at LGEC.
- No banners are allowed inside or outside of the Event Center without prior approval.
- Advertisements or public announcements identifying the Locust Grove Event Center (other than wedding invitations) should not be distributed without written approval from the LGEC Staff.

### **Cancellation Policy** \_\_\_\_\_ [initial here]

- Any rental can be cancelled before the end of the following business day and only incur the loss of a \$25.00 administrative fee.
- All cancellations/transfers must be made in writing.
- Reservation deposit is refundable 120 days (4 months) or more prior to function date minus the \$25.00 administrative fee.
- Transfer of function date is allowable 120 days (4 months) or more before function. Only 1 transfer is allowed per function and will incur a \$25.00 administrative fee. If the date is changed, no refund will be given in case of cancellation.
- Cancellation less than 120 days but more than 60 days will result in loss of 50% of rental fee.
- Cancellation less than 60 days before event will result in total loss of rental fee. The security deposit will be refunded if paid.
- Active Duty Military personnel are exempt from penalty in the case of an emergency deployment.

### **Reasons for forfeiture of security deposit \_\_\_\_\_ [initial here]**

- Breakage, damage, and/or loss of items from kitchen or facility.
- Entry before specified rental time, departure after rental time.
- Violation of rules by renter or vendors contracted by renter.
- Destruction of facility or property of LGEC.
- Failure to check out with the LGEC Staff.

### **Caterers Policy \_\_\_\_\_ [initial here]**

- Caterers MUST inform you or the Event Center of the number and arrangement of tables that are needed for food and drink. The Event Center is not responsible for adding tables that are not on the layout.
- It is preferred to have a licensed, professional caterer to cater an event in which they must have a liability insurance policy.
- Licensed caterers have to provide us with a copy of their business license and health department certification.
- Caterers must work within the scheduled rental time set by the renter.
- Use of the kitchen at LGEC is only allowed with the payment of the kitchen usage fee of \$400.00 if caterer is NOT licensed.
- No one under the age of 15 is allowed in the kitchen.
- Trashcan liners are to be provided by the caterer.
- Required clean up is as follow: Sweeping and mopping the kitchen, washing and checking in any dishes used, removal of all trash to the dumpster.

### **Alcohol Policy \_\_\_\_\_ [initial here]**

- “Request to Serve Alcoholic Beverages” must be completed and signed by an authorized person of the group or organization and returned to Henry County Parks and Recreation by the first of the month and at least 1 month prior to the event.
- The Henry County Parks and Recreation Advisory Board must pre-approve the Request form.
- All sections of the Request to Serve Alcoholic Beverages form must be completed by group or organization prior to submitting for approval.
- Once group or organization has obtained approval from the Advisory Board, group or organization must obtain permission from the Henry County Planning and Zoning Department.
- Bartender must also have a Henry County pourer’s license.
- The Facility Coordinator will obtain a City of Locust Grove Police Officer at the expense of the renter in the amount of \$35.00 per hour (4 hour minimum).
- Dispensing alcohol requires a licensed beverage caterer/bartender.
- Bartender must have a liability insurance policy.
- Any misuse or misrepresentation of a facility will cause your event to be ended by the security officer. No refund will be given.
- We do not allow cash bars and we must know the details of alcohol at least 60 days before your event. We reserve the right to discontinue alcohol being distributed if rules are not being followed.

### **Linen Policy \_\_\_\_\_ [initial here]**

- Linens are NOT included in your rental.

### **Band/DJ Policy \_\_\_\_\_ [initial here]**

- Delivery, set up and breakdown are to be done during the specified rental time. If the Band/DJ fails to cooperate with the time frame, then the extra hours will be collected from your security deposit.
- Noise levels will be monitored by LGEC Staff. If the DJ fails to cooperate, they may be shut down without regard of agreements with the renter.
- Absolutely no pyrotechnics on any LGEC property.
- No smoke or fog machines are allowed in LGEC.

### **Florist Policy \_\_\_\_\_ [initial here]**

- Delivery and set up must be done during the specified rental time.
- Debris and cuttings left behind during the creation of a floral arrangement is the florist's responsibility for proper disposal.
- Items left behind after an event will be the responsibility of LGEC Staff.
- All items will be removed after an event. Due to the volume of events, no storage is available.
- Removal of decorations must be done during the rental time.

### **Decoration Policy \_\_\_\_\_ [initial here]**

- All set up, decorations and clean up are to be done within the client's rental time.
- All decorations must be removed at the end of the event. Any items left for more than 24 hours without prior approval will be discarded or become the property of LGEC.
- All center pieces and trash **MUST** be removed from tables and other used areas at the end of every event. Failure to assign someone to this duty will result in an additional charge of \$10.00 per table needing to be cleaned.
- Decorations may not be attached in any way to surface, ceilings or walls of the facility. No nails, tacks, staples, tape or other items should be used to hang objects anywhere in the building or on the premises. This will be subject to forfeit of your deposit.
- No items should be hung from mantle, wall sconces or chandeliers.
- No open candles are allowed on tables. Candles must be domed or contained in some way and be above the flame. Please check with staff concerning centerpieces or decorations that will include candles. You will not be allowed to use decorations that do not fit the guidelines of the center. Doing so may cause a forfeiture of your deposit.
- No glitter or confetti is allowed in the building.

### **Amenity Policy \_\_\_\_\_ [initial here]**

- The company from which you are renting the amenity from **MUST** list Henry County Parks and Recreation (HCRD) and the Henry County Board of Commissioners (HCBOC) on their insurance policy as additional insured.
- The use of inflatables will require a \$1,000,000 general liability insurance policy and renter must provide a copy of the policy to HCPRD **14 days before date of rental.**

- Any inflatables used are required to be open top. NO moonwalks, bounce houses, etc. are allowed.
- All inflatables must be placed on level ground and tied down properly secured by manufacture's requirements.
- All inflatables must have an attendant provided by the inflatable company at all times.
- If covered inflatables are discovered during an event, the inflatable company will be asked to leave the event.
- A sound ordinance is in effect for the County. All live bands, amplified electronic devices and DJ's must be approved by the Henry County Parks and Recreation Department.

**Facility Attendant \_\_\_\_\_ [initial here]**

**Examples of duties may include, but are not limited to:**

- The Facility Attendant is responsible for the facility. They may request police assistance at any time to prevent abuse of privileges and to enforce facility policies and procedures, including shutting down your event.
- The Facility Attendant will be available for the duration of your rental including opening and closing the facility for reservations, programs, special event and public use, answering questions and check-in periodically with the person in charge of the event.
- Facility Attendant hours cannot be refunded if renter leaves facility before scheduled time frame.
- Arrange furniture and equipment for events and ensure set-up is correct.
- Maintain audio-visual equipment, including video projectors and sound systems if made available through HCPRD.
- Perform light cleaning and custodial duties of facility rooms.
- Monitor activities within the facility to maintain a safe, proper and appropriate environment.
- Implement and enforce department policies including all aspects of rental agreements.
- Walk through the facility frequently to ensure everything is running smoothly and prior to the renter's departure to determine if damage/cleaning, or overtime use has occurred.
- Maintains HV/AC equipment, fireplace and bathrooms to ensure proper use and cleanliness.
- Arrange for Police officer to be paid by renter upon arrival.
- If you have any questions about your responsibility for damages or clean up, you may ask the Facility Attendant at the conclusion of your event, however, know that the Facility Attendant cannot assure a full refund of your cleaning/damage deposit.
- It is HCPRD's policy to forbid Facility Attendants to accept any payment for overtime or tips from renters.

**Important Things You Need to Know \_\_\_\_\_ [initial here]**

- No contract is considered a guarantee until it is received, signed and a confirmation with a permit number is given to the renter.
- 50% of the room rental is due with the contract to guarantee all rentals.
- The balance will be due 30 days prior to the event date.
- Security Deposit and Facility Attendant Fees will be 30 days prior to the event date.

- In the event that the renter goes over the stated hours in this contract, \$15.00 per hour will be taken out of the renter's security deposit.
- Breakdown and cleanup of all rooms and patio used by the renter will be the renter's responsibility.
- Required cleanup is as follows: sweeping and mopping the ballroom floor, wipe down all tables, place tables and chairs in storage room or along the back wall in ballroom and the removal of all trash to the dumpster.