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## ***General Information about rental of the Agricultural Center.***

125 E. Thompson St. Bogart GA 30622



**Building:** The building has two separate rooms that can be rented either together or separately. The building has a beautiful brick patio with a fountain water feature, two seating benches and a pergola. It has a kitchen with a refrigerator, microwave, toaster oven and counter space. There is **no** stove top, oven or ice machine. There is no dumpster on site. It also has separate accessible restrooms for men and women.

**Tables & Chairs:** Each room has 8, (60 inch) round banquet tables that seat up to 8 people. There are also 4, 6 foot (72 inches) rectangular tables available. There are a total of 115 padded chairs. All chairs and tables must be cleaned, stacked and returned to the storage closet after each use. Tables and chairs cannot be borrowed.

**Cleaning Supplies:** The following supplies are provided at the center: Garbage bags, dishwashing liquid, hand soap, paper towels, cleansers and toilet tissue. Brooms, mops and mop bucket are provided as well. The following is **not supplied:** Kitchen ware (pots, pans or any type of cookware). No dish clothes/towels, table clothes/linens, napkins nor utensils. It is each individual's responsibility to provide these items for your function, and to remove them upon vacating.

The City of Bogart is **not responsible for any items left at the center.**

**Decorations:** Only floor and table decorations are allowed. .

**No tape, tacks, putty, nails or pins may be used on our walls or ceiling!**

**The following information is very important. Please read it carefully.**

**A clean up and vacate check-off list will be given with the keys as a reminder of things to complete prior to vacating.**

It is the responsibility of each group/individual to clean the facility **prior to** vacating by midnight on the day of your rental. Parties are not allowed to return the following day to clean the center.

The Cash Key deposit is to guard against damages/cleanup costs incurred to the city.

The Key deposit will be returned the following business day if the facility has been cleaned properly and return of the checklist and key. No deposit will be returned if it does not pass inspection.

Please assist the city by following the rules and regulations.

**NOTE: NO SMOKING IS ALLOWED IN THE CENTER.**

**A temporary alcohol permit is required if Alcoholic beverages will be served on the premises**

CITY OFFICIALS RESERVE THE RIGHT TO INSPECT THE CENTER WHILE IN USE.