

City of Bogart

Bogart Community Center and Bogart Historical Agricultural Center

Facility Rental Agreement form for Rules, Policies and Conditions of Usage

1. ____ The person signing this form accepts the role of the **Facility User** and all responsibilities thereof as outlined on this form. *Facility User accepts responsibility for Event Planner and/or Caterer.*
2. ____ The **Facility User** shall be liable for any and all damages occurring before, during or after this event that is any way related to this event or the people attending it. The **Facility User** hereby releases, relinquishes and discharges the City of Bogart, its officers, agents, employees and volunteers from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by or alleged to be caused by, arising out of, or in connection with the use of the facility by the **Facility User** and/or their guests.
3. ____ Any damage to the Bogart Community Center or the Bogart Historical Agricultural Center, or to any of the surrounding area that is deemed a consequence of any event held at the facility, will be the responsibility of the **Facility User**.
4. ____ Rental Fee's for both facilities must be paid in full within three business days of reservation request to secure that date for your event.
5. ____ **A Cash Security deposit of \$600** is required within 24 hours prior you your event at which time a key will be provided to the facility for your event with a checklist of items to complete before vacating the facility. The key and signed checklist is to be returned to City Hall the first business day following your event. Every day after is a \$25 late fee.
6. ____ Some or all of the deposit will be retained to cover damages or the need for contracted cleaning. **Facility User** agrees to pay any additional charges as assessed by the City of Bogart Management.
7. ____ Following an event, **Facility User** is responsible for cleaning up all areas in accordance with the check-off sheet. **Trash must be taken away from the facility. There is no dumpster on site.**
8. ____ Cancellation within 2 business days of an event will result in forfeiture of the rental fee. Cancellation more than 2 business days of an event will result in the return of the rental fee less a \$50.00 cancellation fee.
9. ____ The rental period begins at 8:00 am on the day of the event and ends at 11:59 pm that same date. If extra time is needed to set up or clean up, an extra day may be rented, if available.
10. ____ Any damage (including stains and spills) should be reported to the City of Bogart Management immediately.
11. ____ No animals except service dogs or seeing-eye dogs are allowed anywhere in the facility.
12. ____ If a complaint is received, the City of Bogart Management reserves the right to cause a cessation of any event at any time, **Facility User** will have no cause to request a refund of any monies paid.
13. ____ **All forms of tobacco products are not allowed on premises.**
14. ____ Taping, gluing, tacking or stapling of any materials to walls, tables or countertops is not allowed. **Confetti, glitter and hay are strictly prohibited.** Balloon must be controlled at all times.
15. ____ City of Bogart Management cannot be responsible for lost or stolen items.
16. ____ Anything left behind in this facility after an event becomes property of Bogart Community Center and Bogart Historical Agricultural Center. **Facility User** shall have no recourse or cause of action to retrieve or be compensated in any way for anything left on the grounds of the Bogart Community Center or Bogart Historical Agricultural Center.
17. ____ Any accidents must be reported to the City of Bogart Management.
18. ____ The Facility shall only be used for the purpose stated on this form. Any Illegal activity found to be occurring will result in immediate cessation of the event, loss of rental fee, loss of security deposit and notification of law enforcement personnel.

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- 19. _____ **Alcohol (in any form) on the premises is not allowed.** If evidence of alcohol is found on premises, the City reserves the right to stop the event and/or deduct a portion or **all** of the deposit paid.
- 20. _____ **Facility User** acknowledges that there will be no discrimination in the use of the facility regarding race, religion, sex or nationality.
- 21. _____ **Facility User** acknowledges that use of the facility is subject to all Oconee County, State of Georgia, and Federal laws and regulations.
- 22. _____ Parking is limited. A diagram of designated parking area is included as part of the checklist. It is the **Facility User's** responsibility to ensure guests do not infringe on the other facility's guest parking area. Alternate parking must be arranged for trailers. If you have a concern, please coordinate with City of Bogart Management prior to the event.
- 23. _____ Photo ID is required to reserve either facility.

NOTE: Entrance is strictly prohibited into the Museum Rooms in Bogart Historical Agricultural Center without prior consent of City of Bogart Management.

I do hereby acknowledge by my signature that I have read and understand my responsibilities with regard to the rules, policies and conditions of use of the *Bogart Community Center* and *Bogart Historical Agricultural Center*.

Facility User (responsible party): _____ **Date:** _____

Address: _____

Primary Phone: _____ **Secondary Phone:** _____

Event Date: _____ **Location (circle):** **BCC** **AG1** **AG2** **# Guests** _____

Time Event to Begin _____ **Time Event to End** _____ **Must be Vacated by 11:59pm**

Signature of Facility User (responsible party): _____

Copy of Agreement: _____ **Photo ID provided:** _____ **Receipt#** _____

City of Bogart Authorized Signature: _____
