

City of Perry
P.O. Box 2030
Perry, GA 31069
Public Works: (478) 988-2729



**Perry
Events
Center**

Perry Events Center
1121 Macon Rd.
Perry, GA 31069
Jacques.whitfield@perry-ga.gov

Contract Information Acknowledgement for

Name _____ – Please provide at least 2 weeks prior to event.

Stage (8'X12')

Near rear door Against blank wall

Other: _____

All renters are responsible for the set-up and breakdown of furniture.

Equipment included in your rental fee:

5'- Round Tables (28 available) _____ needed

8' – Tables (17 available) _____ needed

Chairs (198 available) 160* _____ needed

Hi-top Tables (42"H X 32"D) (8 available) _____ needed (no chairs for these tables)

Max occupancy of 160 people if using Tables and Chairs

Audio/Visual Equipment:

Will utilize either or both the video and sound system equipment

If renter is interested in utilizing the projection screen or sound system, a separate information packet will be provided outlining features and requirements.

If you wish to have alcohol at your event (including BYOB), you must **provide the exact hours no later than six (6) weeks before your event** as security is not required.

- Renter further understands that this information will be provided to City staff **no later than _____.**
- Renter agrees with the terms of the Rental Contract and instructions. Closure and closure policy will be received during the **walk-thru scheduled for _____.**
- **In case of emergency, please contact 478-244-7782 during your event.**

Please sign and return a copy of this form via:

E-Mail: Jacques.whitfield@perry-ga.gov

Mail: City of Perry, Attn: PAC, P.O. Box 2030, Perry, GA 31069

Fax: 478-988-2799

Lessee/Renter

Date



Where Georgia comes together.

Perry Events Center Rental Agreement
Located at: 1121 Macon Rd. Perry, Georgia 31069

P.O. Box 2030 Perry, Georgia 31069
(Phone) 478-478-988-2729 (Fax) 478-988-2799

Date of Event _____ Hours (to include set-up & clean-up) _____ - _____

Type of Event _____ Responsible Party _____

Address _____ City _____ Zip _____

Home/Cell Phone _____ Work Phone _____ Email address _____

Billing Address _____ City _____ Zip _____

Number of Attendees _____ Will alcoholic beverages be served? YES NO

Room requested:

Main Hall

[MONDAY-THURSDAY]

\$442.00 event/day 8:00am-4:00pm

\$662.00 event/evening 4:00pm-12:00am

\$1,103.00 event/full day 8:00am-12:00am

Deposit \$210.00

[FRIDAY-SUNDAY]

\$840.00 event/day 8:00am-4:00pm

\$1,156.00 event/evening 4:00pm-12:00am

\$1,996.00 event/full day 8:00am-12:00am

Deposit \$210.00

Community Room

\$32.00/hour

Deposit \$210.00

Alcohol may be served up to one (1) hour prior to the end of the event. Alcohol is not allowed when a city-sponsored event is occurring simultaneously at the facility.

Rental of the Main Hall is subject to an occupancy limit of one hundred sixty (160) individuals with a seated tables and chairs arrangement or a maximum occupancy of three hundred twenty-five (325) individuals. Rental of the Community Room is subject to an occupancy limit of twenty-six (26) individuals with a seated tables and chairs arrangement or a maximum occupancy limit of forty-eight (48) individuals. Should your event exceed this capacity, the Fire Marshall is authorized to terminate this rental agreement and require you to immediately vacate the facility property.

The undersigned hereby makes application to the City of Perry, Georgia ("City") for use of the facilities indicated above and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City. The applicant/organization agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, for all alleged damage or injury arising out of the subject matter of this Application; provided, however, that such provision shall not apply to the extent that damage or injury results from the gross negligence of the City or its officers, agents, or employees. The applicant further agrees to reimburse the City for any damages arising from the applicant's use of said facilities and/or equipment. The applicant or his agent has examined and inspected the facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above. The undersigned further states that he/she has read and understands the attached facility rules and regulations.

I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE ORGANIZATION/GROUP I REPRESENT.

Signed By _____ Title _____ Date _____

Initials	Renter acknowledges:
	The facility rental fees are due two weeks prior to use. If you fail to pay the rental fees in full two weeks prior to the rental date, your rental reservation will be cancelled and that date will be released.
	A security deposit is required at the time of application. This is separate and above the cost of renting the facility.
	A walk thru will be performed the day of your event
	Cancellations must be made two weeks in advance of scheduled use. Failure to do so will result in forfeiture of your deposit
	Rental of this facility includes only rental of the interior spaces(s) indicated and reserved on this agreement. Use of the front and side yards is prohibited; no parking is allowed on the grass. The paved parking areas shall be for vehicular parking and/or trailer storage only. Failure to abide by this restriction will result in immediate termination of the rental agreement, forfeiture of the security deposit and immediate removal from the facility property.
	AGREEMENT BELOW WILL BE SIGNED DURING YOUR WALK-THRU.
	Date: / /20 Time: Signature of Renter:
	Renter agrees to:
	Begin all activities no earlier/end all activities no later than the stated time on the rental agreement or forfeit the entire deposit.
	Renter must provide proof of event liability insurance if additional activities will be provided during the rental period, i.e., bounce house.
	Tobacco use is prohibited in all city buildings.
	Alcohol service, if applicable, will end at least one (1) hour prior to the end time stated in the rental agreement.
	That he/she has been shown where the lights and cleaning supplies are located. Lights must be turned off, floors must be clean and free of debris, and all tables and chairs are broken down in staged position against the back wall.
	Restrooms must be left in an orderly fashion. Toilets must be flushed, trash cans emptied, floors swept clean, and the counters wiped clean.
	Empty all trash cans and place in dumpster located in enclosure of rear parking lot. All debris is to be picked up from the exterior grounds, bagged, and disposed of in the dumpster. Cardboard boxes must be broken down before placement in the dumpster.
	No objects or decorations will be hung from the ceiling or attached, glued, or taped to the walls, floors or lights.
	That he/she has been given the on-call phone number for emergencies
	That he/she may forfeit any portion or all of the deposit if he/she does not complete any or all items agreed to herein
	A post event checklist is completed by staff at the conclusion of the rental period. This is utilized in part to determine the eligibility for a deposit refund. If a deposit is refunded, it will be issued by mail to the address provided in the rental agreement paperwork.
	Audio visual equipment: An HDMI or Bluetooth connected device can be utilized to play audio through ceiling speakers and project images or video onto the wall mounted projector screen. Attachment cords, additional speakers, microphones, or other hardware must be supplied by the renter. The projection screen cannot be operated while in motion into the "up" or "down" positions. Other audio visual requests outside of the standard provided connections outlined above will be handled on a case by-case basis with approval by the Public Works Superintendent.

OFFICE USE ONLY

Date Received _____ By _____ Amount Paid _____ Receipt _____

COVID-19 Waiver
 Rental Agreement
 Deposit

Approved By _____ Title _____ Date _____

Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact and high contact surfaces. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups and people.

The City of Perry, Georgia ("City") has put in place preventative measures to mitigate the spread of COVID-19; however, the City cannot prevent you or your organization from becoming exposed to, contracting, or spreading COVID-19 while utilizing the City's facilities. Therefore, if you choose to rent and enter onto any City property you may be exposing yourself and your organization to and/or increasing your risk of contracting or spreading COVID-19.

Assumption of Risk: I acknowledge the contagious nature of COVID-19 and voluntarily choose to accept the risk of being exposed to and/or contracting COVID-19 for myself and my organization in order to utilize the City's facilities. I understand that the risk of becoming exposed to or infected with COVID-19 by utilization of City facilities may result from the actions, omissions, or negligence of myself and others, including but not limited to City employees, volunteers, and program participants and their families.

Waiver of Lawsuit/Liability: I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or in connection with exposure, infection and/or spread of COVID-19 related to utilization of the City's facilities and premises. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City activity or utilization of a City facility.

I further agree to take all steps necessary to comply with any effective Executive and/or Emergency Orders issued by the World Health Organization, the Federal Government, the State of Georgia, and the City. I acknowledge that I and/or the organization I represent will practice the CDC-recommended guidelines, including but not limited to, social distancing of 6 feet or more between individuals, wearing a mask and/or gloves, and disinfecting and sanitizing hands. I further acknowledge and agree that I am solely responsible for ensuring compliance with all Executive Orders in effect at the time of my rental.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS WAIVER AND RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY AND MY ORGANIZATION'S RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:

Organization: _____

Date: _____

Signature: _____

Name (printed): _____

Title: _____



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To: All current and future renters for the Perry Events Center

From: Ansley Fitzner, Public Works Superintendent

Date: July 19, 2021

Re: Perry Events Center – rental event conclusion policy

Renter,

The Department of Public Works has established a rental policy to address the procedure to be followed by City staff at the conclusion of an outside rental or event at the Perry Events Center. Effective immediately, all current and future rentals will adhere to the policy outlined herein.

Rental periods and rates include the time used by the renter for any set-up or break-down and cleaning of the event space. As such, City staff will report to the facility 45 minutes after the event is slated for conclusion. At that time, the renter must have vacated the premises or staff is authorized to call 911 for Police enforcement.

Deposit refunds will be subject to the terms of the contract which outlines requirements and responsibilities of the renter. Failure of the renter to vacate the premises within the 45 minute grace period is automatic forfeiture of deposit.

Any questions regarding this policy or operations for the Perry Events Center should be directed to the Public Works Department at 478-988-2732.

Thank you,


Ansley Fitzner



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Perry Events Center

Audio/Visual Equipment Information

Included in the rental rate for the Perry Events Center is use of the wall mounted projector screen and audio system. Renters must indicate on their paperwork their intent to utilize such equipment in order for pertinent information be provided during the rental walk-through by City staff.

Description

Epson Pro L1070U projector with 12' wall mounted electric screen

(12) JBL speakers, ceiling mounted

Denon Bluetooth or HDMI wall mounted connections

Manual, wall-mounted volume control

Renter Responsibility

Renter must provide device utilized for audio/projection

Renter must provide HDMI connection cords if utilized to connect to system

Renter must ensure projection screen is not damaged during event and is stored in the raised position

Projection screen cannot be raised or lowered mid-operation

Bluetooth connection to the system does not also allow simultaneous WIFI connection

Connection

For presentation that includes audio, a compatible device should be connected via HDMI to the wall mounted controller. Audio and video will play through this connection.

If renter chooses to use audio only, a Bluetooth connection can be utilized. Volume can be controlled through the connected device and on the wall mounted volume control.

Events that will utilize a DJ must supply all connections, hardware, and/or equipment needed to project and control audio.