

General Policies

1. Rentals are not accepted for:
 - a. Thanksgiving, Christmas Eve, or Christmas Day
 - b. Birthday parties for persons under 21
2. No event will be booked less than 2 weeks prior to an available date.
3. Minimum number of hours charged for security is three (3) hours.
4. Nothing may be glued, taped, or otherwise attached to the walls, the ceiling or the lights.
5. Display cases and reception desk cannot be moved.
6. Stage will be placed in your preferred location, but only by staff.
7. Renters not arming the security system correctly will lose 50% of their deposit.
8. Events not vacating the premises by the stated time on their contract will forfeit the entire deposit.
10. Renters receive the key and instructions for arming the security system during the walk-thru the day of event or the first day of multi-day event.
11. Payment:
 - a. Balance, if any, is due 2 weeks prior to your event.
 - b. Failure to pay less than 1 week prior is subject to cancelation by the City and forfeiture of your deposit.
 - c. Any event canceled 2 weeks or less before an event will forfeit the deposit.
12. If you are hosting a "fair", "showcase" or similar event, renter must hold a current, valid business license from somewhere in the state of Georgia.
13. Any items left more than 5 days will be disposed of at the discretion of staff.
14. Artwork/exhibition items in place prior to your event must stay in their location. If any item is moved, you will be subject to a portion of your deposit being withheld.