



Where Georgia comes together.

Department of Leisure Services
James E. Worrall Community Center Rental Agreement

1060 Keith Drive Perry, Georgia 31069
(Phone) 478-988-2867 (Fax) 478-988-2868

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 \_\_\_\_\_ Food (no food or beverages allowed on stage):  YES  NO

Room requested:

Table with 3 columns: Community Room/Kitchen, Multipurpose Room, Gym. Each column lists rental rates for different days and times, along with deposit amounts.

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 and/or active programming is occurring simultaneously at the facility.

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.

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 \_\_\_\_\_

<b>Initials</b>	<b>Renter acknowledges:</b>
	The facility rental fees are due two weeks prior to use.
	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 prior to your event. If your event is not scheduled on the weekend/holiday, your walk thru will be on the day of the event.
	Cancellations must be made two weeks in advance of scheduled use. Failure to do so will result in forfeiture of your deposit.
	<b>AGREEMENT BELOW WILL BE SIGNED DURING YOUR WALK-THRU.</b>
	<b>Date:        /        /20        Time: _____</b>
	<b>Renter agrees to:</b>
	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 providing additional activities 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, mop, bucket, and broom are located, and will sweep/mop the facility at the end of the event.
	That he/she has been given the on-call phone number and shown where the key drop box is located.
	That he/she has been shown which doors need to be secured and agrees to secure them when leaving the building, otherwise, 50% of the deposit will be forfeited.
	That no objects will be hung from the ceiling or attached, glued or taped to the walls, floors or lights.
	Break down tables and chairs and place them in stored areas.
	Clean up wet/food spills and sweep where necessary in a timely manner (community room, kitchen, gym, and bathrooms). Empty trash cans and place refuse in dumpster outside. Pick up any trash on the exterior grounds before leaving.
	Break down all cardboard boxes before placing in the outside dumpster.
	Turn off stove and flush all toilets prior to leaving the building.
	Turn off all lights when leaving the building.
	I have received Key # _____. After my event, the key shall be placed in the drop box which is located outside of the front entrance. Further, I understand I am responsible for the conduct of my guests and the property of the James E. Worrall Community Center while I am the key holder.
	That he/she may forfeit any portion or all of the deposit if he/she does not complete any or all items agreed to.

---

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ By \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt \_\_\_\_\_

**Rental Agreement**

**Deposit**

Approved By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_