



Where Georgia comes together.

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

P.O. Box 2030 Perry, Georgia 31069
(Phone) 478-478-988-2870 (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:

Community Room

\$245.00 day 8-10 hrs (day)

Deposit \$117.00

Main Hall

\$255 event/day 1-4 hrs (day)

\$418 event/day 5-8 hrs (day)

\$570 event/day 9-12 hrs (day)

\$836 event/day 13-16 hrs (day)

\$1,489 event/day 6:00pm-1:00am (night)

Deposit \$117.00

Sound System

Deposit \$61.00

(if available)

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.

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.
	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.
	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, main hall, kitchen, 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.
	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 red drop box which is located outside of the kitchen exit. I have been instructed on how to arm and disarm the security system. Further, I understand I am responsible for the conduct of my guests and the property of the Perry Arts 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.
	A copy of the next day inspection will be provided to you with a total of your refund, if any. This inspection will determine the level of deposit refund. Your eligible refund will be issued on the Thursday following the event to the billing address provided.

OFFICE USE ONLY

Date Received _____ By _____ Amount Paid _____ Receipt _____

Rental Agreement

Deposit

Approved By _____ Title _____ Date _____