



## **Rental Information**

**Ph. 770-869-3801**

**Business Meetings, Weddings, Baby Showers, Car Shows, Church Services, Garden Shows, Band Concerts, Dance Recitals, Bridal Showers, Christmas Parties, Girls Scouts, Collectable Shows, Baby Showers, Fundraisers, Pet Shows, Business Parties, Boy Scouts, Birthday Parties, Plant Shows, Craft Shows, Truck Shows, Artist Shows, Exhibitions, Football Parties, Makeup Parties, Bible Classes, Book Shows, Company Meetings, Food Shows, Art Shows, Cub Scouts, Antique Shows, Sport Exhibitions, Travel Shows, Video Shows, Musical Programs, Community Outreach Programs, Art Shows, Engagement Parties, Halloween Parties, Girls Night Out Parties, Game-Day Parties, Outdoor Parties, In-door Parties, Bachelor Parties, Viewing Parties, Baseball Parties, Going Away Parties, Costume Parties, Pizza Parties, Karaoke Parties, Dance Parties, Easter Parties, Festivals, Retirement Celebrations, To name but a few.....**

**As adopted by Mayor and Council, December 2019**

# *City of Lula* **Use of Facilities Rental Policy**

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## **City of Lula Train Depot and Yard**

Location: 5911 Wall Street, Lula, GA 30554

Capacity: restricted to a maximum of 100 persons.

## **City Hall / Community Room**

Location: 6055 Main Street, Lula Ga, 30554

Capacity: restricted to 50 persons.

### **1. Hours:**

Facilities may be rented 7 days a week - 5 hours 1/2 day. 12 hours full day. Setup and breakdown must take place within the specified rental time. Rentals do not include setup time or rehearsal time the day prior to the event. Prior day rentals are subject to the fee schedule in the Rental Agreement, subject to availability. All vendor drop-offs, setup, breakdown, and cleanup must take place within the specified rental time. Holiday rentals/permits are very limited due to staffing requirements and are considered on need.

### **2. Booking**

Rental/Permits allowing use of facilities is arranged through the City of Lula. Facilities and dates are considered a firm or contractual commitment ONLY upon execution of a Facility Rental Agreement by the Event Sponsor and City of Lula or their agent specifying all details of the commitment. The full rental/permit fee is required upon execution of the Facility Rental Agreement.

Individuals reserving the Lula Event Facilities must be at least 21 years of age and must present a valid driver's license (with photo) in order to do so. Children and teenagers may not be left unattended on the premises without adult supervision.

### **3. Rental/Permit Fees**

The full rental/permit fee is due upon the execution of the Facility Rental Agreement. Any additional fees and the damage deposit are due thirty (30) days prior to the event. Applicant and guests may be subject to eviction, loss of security/cleaning deposit and additional rental fees up to twice the rental rate if

event exceeds the Rental End Time. Applicant may also lose facility use privileges.

#### **4. Setup:**

Room rental fees include general setup of tables and chairs as designed with the City of Lula or their agent staff. Setup of décor and any materials/items provided by a third-party vendor is the responsibility of the supplier and/or renter.

#### **5. Damage Deposit:**

All rental applicants shall pay a rental damage deposit. The deposit is refundable, if and only, the facility is left clean and clear of food, decorations, etc. and there is no damage to furnishings or equipment. City of Lula or their agent reserves the right to retain appropriate portions of the deposit should extensive cleaning of the facility be necessary. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant shall be billed for any additional expenses. Damages could lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to City of Lula or their agent and will not be refunded until the facility has been inspected by City of Lula or their agent Staff.

Deposit for the for the City of Lula Depot and Yard and City Hall Community Room are found in the Rental/Permit Fees as approved by Mayor and Council (see Dec 2019), there currently is not a deposit for the Pavilion at the Wellness Park.

#### **6. Insurance**

A Liability and Indemnification Agreement must be signed by the renter for all events, both public and private. (pending)

Caters shall provide proof of insurance as described in Caters Agreement.

#### **7. Reservation Status**

A rental reservation is considered binding after the Facility Rental/Permit Agreement has been signed by the rental applicant and approved by City of Lula or their agent and the full rental fee has been received. Rental applicants shall not advertise any event until this time.

#### **8. Cancellation Policy**

As applicable the following is true of the DEPOT and the COMMUNITY ROOM——  
–Cancellation of this License Agreement by Renter more than 30 days prior to the beginning of the license period is allowed and Licensee will be refunded all monies and deposits paid, less a \$25.00 administrative fee. Cancellation of this License Agreement by Licensee less than 30 days but more than 7 days prior to the beginning of the license period is allowed and Licensee will be refunded all monies and deposits paid, less a \$100.00 fee to cover administration and potential loss of use. Cancellation of this License Agreement by Licensee less than 7 days prior to the beginning of the license period will incur a charge of 100% of the rental deposit.

### **9. Cleaning**

The facility shall be cleaned, all decorations and trash shall be removed, and the facility shall be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the cans next to the building. All tabletops, chairs, countertops, and any appliances used shall be wiped clean. Rental applicant is not required to sweep or mop. If it becomes necessary for City of Lula or their agent staff or City of Lula personnel to do an extensive cleaning there shall be a corresponding deduction from the damage deposit, and or additional Charges May Apply, as determined by City of Lula or their agent or the City of City of Lula at its sole discretion.

### **10. Prohibited Items**

Helium balloons, confetti, thrown rice/birdseed, and glitter are prohibited in the facility. Birdseed shall be the only item allowed to be thrown in the driveway or parking lot. Sparklers and bubbles may be used outdoors at these events but shall be properly disposed of following the event. Fog and Haze machines are prohibited from use in the facility. No Cooking of any type is allowed in or outside of the facility.

### **11. Decorations**

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass, or fixture. Helium balloons are not permitted in the City Hall Community Room or the DEPOT due to the ceiling fans. No signs or banners may be affixed in the entry way of the City Hall Community Room or DEPOT without prior approval from City of Lula or their representatives and said permission will be documented on the rental agreement.

## **12. Alcoholic Beverages**

Alcohol may be served if permitted to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Georgia as long as the rental applicant abides by the following rules: (1) Alcoholic beverages must be obtained through and served by an City of Lula or their agent "Preferred Caterer". (2) Approved caterers, other than the City of Lula or their agent Preferred Cater, may supply their own alcohol if the approved caterer is also the rental applicant. (3) If alcohol is being served, a City of Lula Approved Police Officer or Deputy must be present from the time guests begin arriving to the end of the event. City of Lula or their agent personnel will engage and schedule Approved Police Officer or Deputy(s) as well as payment for the services of the officer(s). The fee for obtaining approved Police Officer or Deputy(s) is \$40.00 an hour with a two (2) hour minimum or as determined by the City of Lula. The total fee for security shall be paid to City of Lula or their agent in advance and City of Lula or their agent personnel shall secure police for the event.

The rental/permit applicant shall take responsibility for and hold City of Lula or their agent and the City of City of Lula harmless and indemnify the City and its officials and employees from all liabilities arising from the serving and consumption of alcoholic beverages.

## **13. Caterers**

All food and beverage is to be arranged through the facilities approved caterers.

Approved caterers that rent their own space will be allowed to furnish their own alcoholic beverages if approved by the city, in compliance with city and state alcohol ordinances.

## **14. Parking**

Parking is available along all city streets (where allowed), city parking lots and along the Railroad right of way on a first come, first serve basis. Parking permits are not required. The City does not provide personnel to direct traffic or parking. NO Parking on the Grass at the DEPOT by guest and remains the responsibility of the renter/ permit holder.

## **15. Handicapped Access**

The City of Lula Depot and City Hall Community Room is handicapped accessible. Handicapped parking is available in designated areas.

## **16. Minors**

Renters shall be at least 21 years old to rent any facility. Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten (10) minors present during the event.

### **17. Personal Property**

City of Lula or their agent and the City of City of Lula are not responsible for any valuables or personal property left on the premises.

### **18. Smoking**

Smoking and Vaping is prohibited inside the City of Lula Depot and the City Hall Community Room.

### **19. Audio/ Visual Equipment (Optional)**

Rental Charge \$

A/V DEPOSIT \$

### **PLEASE NOTE**

Security deposit(s) may be forfeited, or you may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of a rental.

- City of Lula or their agent and/or The City of City of Lula reserves the right to refuse applications for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.
- City of Lula activities will be given priority in scheduling facility use.
- Reservations of facilities will not be taken more than one (1) year in advance.
- In addition to the rental charges, Security and Cleaning/Maintenance charges may be added.
- Parking may be a problem when downtown businesses are open and operating.
- Facilities will not be rented on holidays.
- When facilities are not in use for scheduled activities, and are available to the public for rent, then use of facilities is available on a first come, first serve basis.

- Revised Dec 11<sup>th</sup>, 2019

**“The Depot”**

Community Center & City Hall Community Room

Rental /Permit Fees

Describe Event/ Rental/Permit Activities \_\_\_\_\_

Person/ Sponsor \_\_\_\_\_ Cell \_\_\_\_\_

Person Renting Depot Mailing Address \_\_\_\_\_

Requested Dates \_\_\_\_\_ Time \_\_\_\_\_ Date Submitted \_\_\_\_\_

Rental/Permit Fees/ Deposit

Circle each Applicable Amount

Rental Fee	Monday thru Thursday	Friday	Saturday	Sunday		
<b>Depot Building</b>						
5 Hours	\$150.00	\$225.00	\$300.00	\$300.00		
Full Day	0	\$450.00	\$600.00	\$600.00		
Deposit Building & Deck Only	\$250.00	\$250.00	\$250.00	\$250.00		
Deposit Building Only with Beer and Wine	\$750.00	\$750.00	\$750.00	\$750.00	Absolutely no Beer and Wine allowed outside of building	
Audio/ Visual	\$125.00	\$125.00	\$125.00	\$125.00		
Advertising LED Marque	1 Only \$25.00	1 Only \$25.00	1 Only \$25.00	1 Only \$25.00		
Rental -Depot, Stage, Grounds	\$600.00	\$900.00	\$900.00	\$900.00	All Day	
Stage & Grounds Only	\$500.00 Plus Deposit	\$500.00 Plus Deposit	\$500.00 Plus Deposit	\$500.00 Plus Deposit	All Day	
Festival Event 1-2-day	To be Determined	To be Determined	To be Determined	To be Determined		
<b>Community Room</b>	Monday thru Thursday	Friday Night	Saturday Only 1 Rental Per Day	Sunday Only 1 Rental Per Day		
2 Hours	Not Available	\$50.00	\$50.00	\$50.00		
Deposit	Not Available	\$50.00	\$50.00	\$50.00		
Administrative Fee						
Park Pavilion Only	\$50.00	\$50.00	\$50.00	\$50.00	4 Hours	
<b>Total</b>					<b>To be Paid</b>	<b>In Full</b>

# City of Lula Rental /Permit Fees

**\*See availability and cost for Non-profits, by written request**

Known "Excluded Dates" from Rentals and Permitting

May 6<sup>th</sup>, May 7<sup>th</sup>, May 8<sup>th</sup>, May 9<sup>th</sup>, May 10<sup>th</sup>, May 11<sup>th</sup>.

May 25<sup>th</sup>,

Sept 30<sup>th</sup>.

Oct. 1<sup>st</sup>,2<sup>nd</sup>, 3<sup>rd</sup>,4<sup>th</sup>,5<sup>th</sup>.

Nov. 11<sup>th</sup>,

Dec 2<sup>nd</sup>,3<sup>rd</sup>,4<sup>th</sup>,5<sup>th</sup>,6<sup>th</sup>,

Approved Caterer List **(PENDING)**
