WARRENTON CULTURAL CENTER RENTAL AGREEMENT AND CONTRACT
PUBLIC / NONPROFIT RENTALS

Event Date: __________ Set-Up Time: __________ Event Start Time: __________ Event End Time: __________ Wrap Time: __________

Event Name: ________________________________________________ Number of Guests: __________

Single Event or Multiple Days/Nights: ____________________________
Details (for the best event pre-planning & production, please provide a detailed plan & desired schedule for specific times & aspects of your event).

Client(s): ______________________________________________________________________________________________

Address: _______________________________________ City: _______________________ State: ____ Zip: ______________
Contact: _________________________________________ Company: ____________________________________________
Primary Phone: _____________________________________ Secondary Phone: ___________________________
Email Address: _________________________________________________________________________________________

NOTE: Rental time is based on eight (8) hours, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 8 hours.

• A signed contract and date-hold non-refundable deposit in the amount of $50 (per 24-hour rental period) must be received to reserve your date(s) and time(s) no fewer than four (4) weeks prior to your event.
• Rental fees are waived for renters who provide proof of official nonprofit status, churches, and governmental agencies.
• A $100 cleaning & damages deposit is due at CHECK IN (includes key deposit).
• Miscellaneous costs, such as special lighting and sound equipment rentals, engineering contracts, and furniture rentals are due two (2) weeks prior to your event.
• A copy of your Special Event Liability Insurance (see INSURANCE section on page 2) is due no fewer than ten (10) days prior to your event.
• Any additional costs that arise will be due within two (2) days of your event.
• At CHECK IN the Inventory Sheet must be signed on the date the Renter’s reservation begins, and the key will be given at that time. All keys must be returned.

Payments should be made to the managing agency HOMETOWN WARRENTON, INC. Cash, Check and major credit/debit cards are accepted.

A CREDIT CARD AUTHORIZATION FORM is located on the last page of this contract or payment made be made through our website: WarrentonCulturalCenter.com.

No refunds of the space rental fees or deposits will be paid within ten (10) days prior to an event, and your agreement to rent THE WARRENTON CULTURAL CENTER on this date may cause the loss of additional bookings or business. Reserved engineering contracts, along with furniture rentals, to produce your event may not be refunded, or you may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: ____________________________ Date: __________

Acknowledged, Agreed and Authorized by HOMETOWN WARRENTON, INC.:

Managing Officer: ____________________________ Date: __________

Please initial and date the following three pages.
CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone’s safety and keeping THE WARRENTON CULTURAL CENTER a well maintained and safe location for future use.

DEPOSIT/Rental FEES

A signed contract and date-hold deposit in the amount of $50 (per 24-hour rental period) must be received to reserve your date(s) and time(s) no fewer than four (4) weeks prior to your event. The $200 cleaning & damages deposit is due at CHECK IN (includes key deposit). Miscellaneous costs, such as special lighting and sound equipment rentals, engineering contracts, and furniture rentals are due two (2) weeks prior to your event. Any additional costs that arise will be due within two (2) days of your event (see Catering Standards). No terms are implied or granted and no work will be allowed to commence until full payment is received. Fees are designated for building improvements, grounds maintenance and operational costs.

INSURANCE

Special Event Liability Insurance is required of ALL renters and is due no fewer than ten (10) days prior to your event. The insurance must, at Renter’s sole expense, provide and maintain public liability and personal property damage insurance, insuring the CITY OF WARRENTON and HOMETOWN WARRENTON, INC. employees, contractors, and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Renter’s use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than $1 Million, and general aggregate liability of not less than $2 Million. CITY OF WARRENTON and HOMETOWN WARRENTON, INC. shall be named as an additional insured of said policy.

If alcohol is to be served the policy must include Host Liquor Liability coverage to protect Renter against alcohol-related accidents, as the Renter is ultimately liable for the safety of attendees. Established catering services may use their license and insurance to cover this.

Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate of Insurance and Catering License to HOMETOWN WARRENTON, INC., naming the CITY OF WARRENTON and HOMETOWN WARRENTON, INC. as stated, and will be delivered at least four (4) weeks prior to the event.

LIABILITY

Renter agrees to indemnify, defend, and hold THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC., its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at THE WARRENTON CULTURAL CENTER.

In the event THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC., its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC., its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC., including all collection expenses and interest due.

CATERING STANDARDS

All caterers working at THE WARRENTON CULTURAL CENTER are required to have a valid Certificate of Insurance on file with us. Caterers must remove all trash, composting and recyclables from the site, and all trash must be properly bagged and placed in the bins at the rear of the building. Those bins should then be rolled to the edge of the street for pick up with the lid facing the street. If there is too much trash for the bins, the trash must be removed by the caterer or renter and disposed of offsite.

Failure to remove or clean will result in additional fees to caterer and will be charged to the renter’s credit card on file with us. Renter is responsible for following up with the caterer at the end of the event to ensure all garbage is properly disposed.

Contact/Renter Initials: _________________________ Date: _________________________
CAPACITY

MAIN FLOOR: 160 for seated dinner, 200 lecture style, 250 standing reception
BLEACHERS: 500 seated
STAGE: 30 either seated or in theatrical performance, up to 12-piece band
Note: All listed areas are included in your rental

SITE DECORATION

THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. want to make every event at THE WARRENTON CULTURAL CENTER a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We insist that only the staff of the HOMETOWN WARRENTON, INC. rearrange and move any furnishings, including, but not limited to, set pieces, staircases, stage extensions, pianos, or ACT property. No nails, screws, staples or penetrating items are to be used on our walls or floors. NO glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on the floors and walls. Any damage will be charged after your event.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk and in the parking lot at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we require that underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the event costs shall be made, and NO deposits shall be returned.

LIVE MUSIC/DJs/NOISE

THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. encourage music and lots of dancing! However, please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. In the event that renter’s event creates a disturbance due to high noise volume, THE WARRENTON CULTURAL CENTER’s management agency, HOMETOWN WARRENTON, INC., has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at the sole discretion of THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, NO portion of the event costs will be refunded to renter.

Loud music must end by 10 p.m. during weeknights (Sunday-Thursday) and by midnight on weekends (Friday and Saturday). Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

CANCELLATION

Date-Hold Deposit is non-refundable.
Within 14 days prior to event: NO SPACE RENTAL PAYMENT(S) OR DEPOSITS WILL BE REFUNDED.

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by HOMETOWN WARRENTON, INC. If there is an event prior to or following yours, a timed delivery will be required. THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. are not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client’s representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed from the property and disposed of by rental company, client, or client’s representative.

Contact/Renter Initials: _________________________     Date: ________________________
LOAD-IN/LOAD-OUT AND STORAGE (continued)

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. Note: It is not the responsibility of THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL

THE WARRENTON CULTURAL CENTER will be in a clean condition prior to your event. Within the arranged time range set by HOMETOWN WARRENTON, INC. and agreed to by the renter, you are required to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following your event. If there is too much trash for the bins, the trash must be removed by the renter and disposed of offsite.

There will be a pre-event inventory and conditions check-in conducted by HOMETOWN WARRENTON, INC. and the client or client’s representative. Post-event, the same parties will conduct an inventory and conditions check-out. NO deposits will be returned to renter if the premises are not returned to the check-in condition at check-out. The cleaning deposit may be returned at the sole discretion of HOMETOWN WARRENTON, INC’s assessment at check-out.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable city, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone’s safety, to ensure alcoholic beverages are consumed in a responsible manner. THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. reserve the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of the THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. or the safety of its staff, guests, or building contents.

ENTRY AND EXIT

Renter agrees that HOMETOWN WARRENTON, INC. staff or representatives may enter and exit premises during the course of the event. A representative of HOMETOWN WARRENTON, INC. will be on-call and may be on site during your event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the restrooms, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time. At the time of check-in renter will have contact information for the on-call/on site manager.

LOST AND FOUND

THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC. take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should THE CITY OF WARRENTON and HOMETOWN WARRENTON, INC be engaged in the promotion or co-production of your event, it is imperative that we approve all marketing messages and communications. THE WARRENTON CULTURAL CENTER is our name. It may shortened to The CC upon approval.

We are happy to provide professionally created images of our space for promotional materials. We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the building, or its contents. A representative may be available to be at your event for that purpose. Please inquire about that arrangement.

Contact/Renter Initials: _________________________ Date: ________________________
OPTIONAL SERVICES...Independent Contract

Area Children’s Theatre (ACT)
Jeffrey Fowler, Technician
Cindy Rivers, Tech Assistant

SPECIAL SOUND & LIGHTING EQUIPMENT AND TECHNICAL SUPPORT
The renter and guests at your event are NOT allowed to use the special lighting system on the stage or plug into the power boxes set up for that lighting system. The renter has the option of hiring our tech to set up lighting needs for your event and to run the lighting during the event. Sound equipment and engineering is also available on this separate contract.

This independent contract MUST be agreed upon by the two parties no fewer than two (2) weeks before your event.

Check ALL special lighting and sound needs you need for your event, sign and date below. All pricing includes 1 hour consulting on needs. If none are needed, simply initial and date at the bottom of this page.

___ Special Lighting Equipment & Engineering $15/hour at _____ hours
___ Sound Equipment & Engineering $15/hour at _____ hours
___ BOTH Lighting & Sound Equipment & Engineering $15/hour at _____ hours

___ Engineering only $8/hour at _____ hours
___ Additional tech support $8/hour at _____ hours

TOTAL $_____________________

Acknowledged, Agreed and Authorized by Primary Contact/Renter:

Renter: ___________________________________________ Date: ____________

Acknowledged, Agreed and Authorized by Area Children’s Theatre:

Authorized Technician: ____________________________ Date: ____________

Contact/Renter Initials: ____________________________ Date: ____________
PAYMENT SCHEDULE for ______________________________________________________________

**Date Hold Deposit** (non-refundable)  
Due Date: ______________  
Amount: **$50**  
per 24-hr rental period

**Space Rental Fee** (WAIVED)  
Due Date: ______________  
Amount: **$300**  
per 24-hr rental period

*Donations to the Cultural Center Renovation Fund are greatly appreciated.*

**Optional Services** (non-refundable)  
Due Date: ______________  
Amount: ______

**Cleaning & Damages Deposit** (refundable*)  
Due Date: ______________  
Amount: **$200**

Checks or money orders are to be made out to  
Hometown Warrenton, Inc.  
PO Box 27, Warrenton, GA 30828

A credit card authorization form is on the next page.  
Online payment options available through WarrentonCulturalCenter.com

Fees are designated for building improvements, grounds maintenance and operational costs.

**KEEP THIS FORM FOR REFERENCE**

* The Cleaning & Damages Deposit is refundable at the sole discretion of Hometown Warrenton, Inc. and based on the condition of the premises, furnishings, and fixtures at the time of CHECK OUT. All keys must be returned.
Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

<table>
<thead>
<tr>
<th>Credit Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type: □ MasterCard □ VISA □ Discover □ AMEX</td>
</tr>
<tr>
<td>□ Other __________________________</td>
</tr>
<tr>
<td>Cardholder Name (as shown on card): __________________________</td>
</tr>
<tr>
<td>Card Number: __________________________</td>
</tr>
<tr>
<td>Expiration Date (mm/yy): __________________________</td>
</tr>
<tr>
<td>Cardholder ZIP Code (from credit card billing address): __________________________</td>
</tr>
</tbody>
</table>

I, __________________________, authorize __________________________ to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

________________________________________  __________________________
Customer Signature                          Date