

## GARDEN CLUB RENTAL APPLICATION

Event/Type: \_\_\_\_\_

Date of Event: \_\_\_\_\_

We are pleased that you have chosen to use the Garden Club facility.

**The rental cost is \$200 which includes a \$50 NON-REFUNDABLE DEPOSIT.** The \$50 deposit is **REQUIRED** to reserve the date with the \$150 rental fee payable within two (2) weeks of event. Cancellations made within two (2) weeks of the event will be refunded in its entirety.

The key must be picked up from City Hall, Monday - Friday no later than 5 p.m. on the day of the event, and by 5 p.m. on Fridays for weekend events. Entry into the facility is for that day **ONLY!!**

**The individual reserving the Garden Club will be responsible for the following:**

- Replacing items to the proper (original) place (see diagram for proper placement). Limit six (6) chairs per stack. **PLEASE DO NOT MOVE PIANO!**
- Pay for any damages to the facility and its premises that may occur during your rental of the property.
- Remove all trash from the building (kitchen, bathrooms and outside) and dispose of it into the garbage poly carts provided. All trash **MUST** be bagged. Please place new bags in trash receptacles. **REQUIRED.**
- For spills, mop and bucket are provided and can be found in the second closet in the kitchen (see diagram). Mop floor with **WATER ONLY** (No bleach or other cleaning supplies are to be used on floors).
- Cleaning supplies can be found under the kitchen sink. We provide dishwashing liquid and dishwasher pods under the kitchen sink.
- Air Conditioning/Heat **MUST** be turned **OFF** when exiting. There are two (2) thermostats (see diagram).
- Be sure **ALL** doors are locked, and building is secured (see diagram).
- Return the key to City Hall (drop box provided on Welcome Center side of City Hall as well) after the event but within 24 hours of rental of facility.

**Below is a checklist of items to be cognizant of while using the facility:**

- You may use any of the tables, chairs and plastic-coated tablecloths, but they need to be wiped off and left as you originally found them. **DO NOT MOVE PIECES OF FURNITURE TO INCLUDE THE PIANO. ALSO, DO NOT REMOVE ANY TABLES OR CHAIRS FROM THE FACILITY.**
- **DO NOT REMOVE ANYTHING FROM THE WALLS. IF YOU NEED TO COVER THE AREA FOR PICTURES, ETC., YOU CAN HANG A TABLECLOTH OVER THE AREA USING SCOTCH TAPE ONLY!**
- Only dripless candles are to be used. No lighted candles can be placed in the windows. Do **NOT** light any of the decorative candles placed in the facility.
- No smoking allowed inside the Garden Club.
- No alcohol on premises.
- Especially for evening events, please be cognizant of the noise level and respectful of the residents in the neighborhood.
- **ALL EVENTS MUST END BY 11 P.M. TO ALLOW FOR THE REMOVAL OF ALL MATERIALS, CLEANING AND VACATING OF THE FACILITY BY MIDNIGHT. NO EXCEPTIONS!**

**NOTE:** Violations of the rules will result in payment for damages and possible discontinuation of future use of the facility.

**By signing below, you are stating the above rules will be followed as well as:**

The applicant further agrees to provide all necessary and sufficient safeguards and to take all proper precautions against the occurrence of accidents, injuries or damages to any person or property, including but not limited to participants and spectators; and to be responsible therefore, to indemnify and save harmless the City of Glennville from all loss or damage and any or all claims arising by reason of accidents, injuries, or damage to any other person or property in connection with said event.

The applicant shall encourage social distancing and shall abide by ALL provisions (especially number of people and serving of food) as related to the pandemic as outlined in the most current and valid Governor's Executive Order, which can be found <https://gov.georgia.gov/executive-action/executive-orders/2020-executive-orders>.

Applicant assumes all risks.

To the fullest extent permitted by law, \_\_\_\_\_ shall indemnify, defend and hold harmless the City of Glennville (Trustee), Glennville Garden Club and American Legion Post No. 95 and their respective officials, officers, supervisors, and employees from and against all claims, damages, demands, losses, expenses, fines, causes of actions, suits, or other liabilities (including all costs, reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the issuance of permits or permitted uses of city facilities".

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

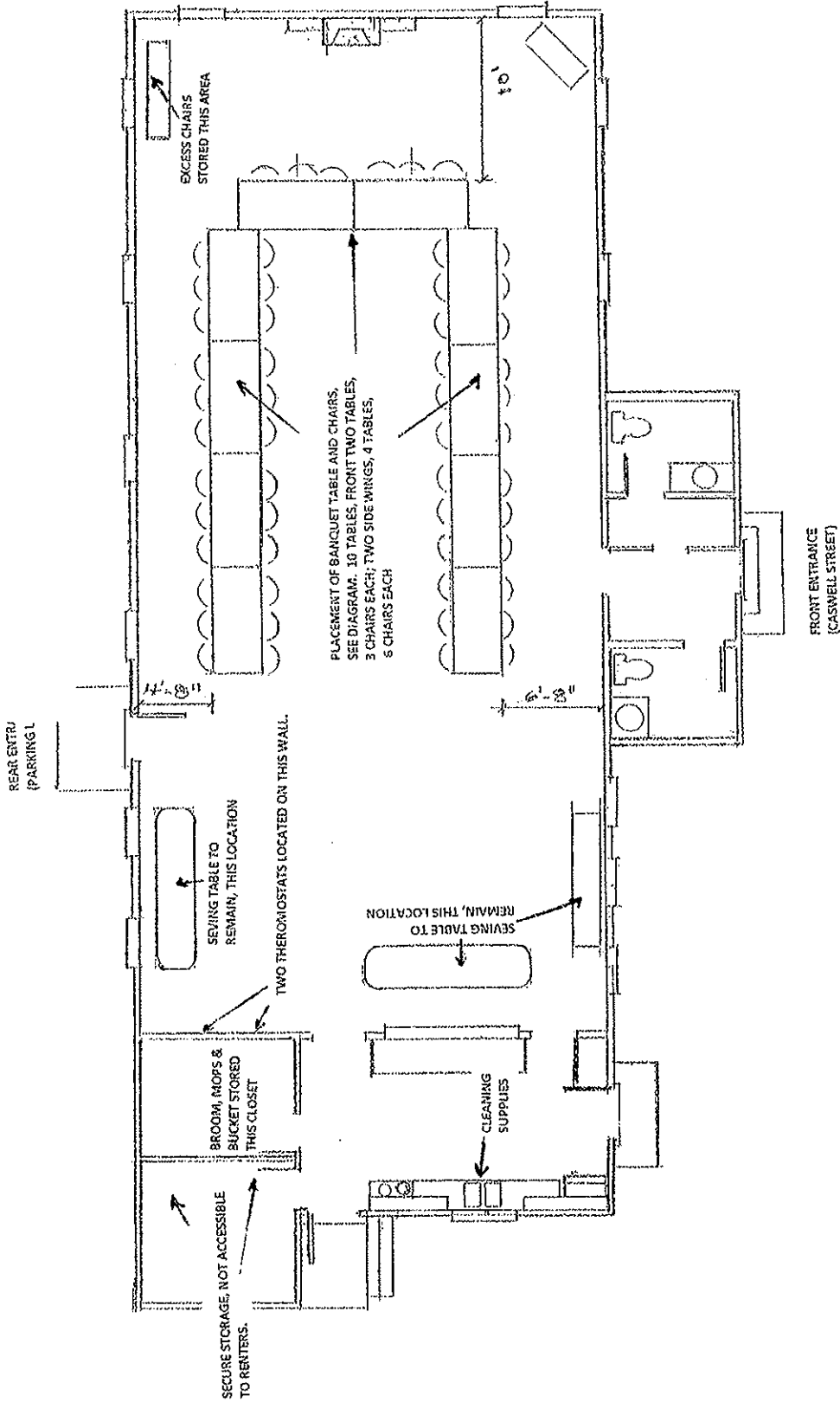
\_\_\_\_\_  
Contact Phone Number

**During the COVID-19 pandemic, the City also encourages the posting of the following language during your event to decrease any liability on permittee. We can e-mail you a Word document for that use:**

“Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises.”

“Warning under Georgia law, there is no liability for injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.”

Updated 10/12/2020



**GLENNVILLE GARDEN CLUB**