

Soi-rée on Seventh

210 Seventh Street W
Waynesboro, Georgia 30830
Contact: Alfonzo Williams 706-589-1163

RENTAL RULES

- Cost of the building rental includes the use of the kitchen, round tables and stackable chairs. It does not include tablecloths, plates, glasses, flatware, utensils, napkins, **OR THE USE OF ANY OTHER BUILDING FURNISHINGS FOUND IN THE HALLWAYS OR VESTIBULE.**
- **MOVING OF FURNITURE OTHER THAN THE ROUND TABLES OR STACKABLE CHAIRS WILL FOREFIT YOUR DEPOSIT.**
- EVERYONE pays a non-refundable fee to secure the date for your event. The remaining balance is required to be paid 30 days prior to the date of your rental. If payment is not made you will lose your deposit. Any overdue payments must be in the form of cash or money order. No check will be accepted after the payment due date.
- In addition, the \$150.00 rental deposit will serve as your security deposit. If no damages or expenses are incurred because of your party your deposit will be **refunded within 7 BUSINESS DAYS.**
- Building capacity is 200 people. Sit down dinner will seat 115 people comfortably. However, the the maximum for a sit down dinner is 160.
- There are 15 five foot round tables and 120 chairs. Parties requiring more tables and chairs will need to be rented by the party of the first part. There are three 6-foot rectangle tables.
- The building will be opened as parties and landlord can agree.
- If the building is not vacated and cleaned by midnight, or the time allotted for the rental, there is a \$150.00 per hour rental fee.
- All tables and chairs must be returned to where they were found. The building must be returned to the condition it was found in. There will be a cleanup fee assessed and taken out of your security deposit if the building is not returned to its original condition.

- You must clean up after your party inside and out. All wreaths, balloons, table and chair coverings must be removed. All garbage must be removed from the building and placed in the garbage totes outside the building.
- The building is a NON-SMOKING FACILITY. If your guest smoke it is your responsibility to clean up all cigarette butts. This is a NON-SMOKING FACILITY so you must provide a way of disposing of cigarette butts.
- If you need to rent table cloths you will be responsible for the rental.
- All meeting rooms and closets are off limits to renters.
- The conference room may be rented separately from the building rental.
- There is to be no driving and or parking allowed on the grass or sidewalks around the building.
- Do not adjust the thermostats.
- DO NOT ATTACH ANYTHING TO THE WALLS. ATTACHING PICTURES, STREAMERS ETC WILL CAUSE DAMAGE TO THE WALLS WHICH RESULT IN A REPAIR TO THE BUILDING AND IT WILL AFFECT YOUR SECURITY DEPOSIT. YOU WILL LOSE YOUR DEPOSIT.
- IF THE POLICE OR BUILDING MANAGEMENT IS CALLED TO THE PREMISES FOR A COMPLAINT, YOU WILL FORFEIT YOUR DEPOSIT.

By signing this agreement, you agree to abide by the building rules. If the rules are broken you will be held liable.

Signature