

**THRONATEESKA HERITAGE CENTER
100 W. ROOSEVELT AVENUE
ALBANY, GA 31701
Phone: (229) 432-6955 Fax: (229) 435-1572**

FACILITIES RENTAL CONTRACT

Type of Event _____ Event Date _____

Organization _____ Planned Attendance _____

Event Setup Time (Begin) _____ Event Time (Begin & End) _____

CONTACT PERSON: _____ Home Phone _____

Address _____ Work Phone _____
Street City State Zip

Additional Contact: Name _____ Day Phone _____

EVENT TYPE: Private Party _____ Open to Public _____ Admission Fee Charged _____

Caterer's Name & Number _____

NOTE: THC must receive copy of Caterer's License for all public events.

Will alcoholic beverages be served? YES _____ NO _____ Will you have music? YES _____ NO _____

NOTE: THC must receive copy of Alcoholic Beverage Permit for all public events when alcohol is served.

RENTAL AREA: Chautauqua Room & Platform _____ Science Museum _____ Wetherbee Planetarium _____

Comments _____

I have read the attached contract information regarding rental policies and charges and agree to abide by all policies and regulations stipulated by Thronateeska Heritage Center.

SIGNATURE _____ Date _____

RENTAL FEE DUE: Date _____ Amount _____ KEY PICKUP DATE _____

There will be a \$30 fee charged for all returned checks.

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED _____ BY _____

DATE SECURITY DEPOSIT RECEIVED _____ AMOUNT RECEIVED _____

Cash _____ Check # _____ Credit Card Authorization # _____

DATE RENTAL FEE PAID: _____ AMOUNT RECEIVED _____

Cash _____ Check # _____ Credit Card Authorization # _____

KEY PICKED UP (Date/By): _____ KEY Returned to Security Guard at the end of event. _____

DEPOSIT REFUNDED: Date _____ Amount _____ Check # _____

FACILITY RENTAL RATES

Security/Damage Deposit

A deposit required to secure the rental date and rate. (Deposit is separate from rental fees.).....\$225
An additional deposit amount may be required at the discretion of Management. The deposit will be fully refunded within a two-week period after the rental date if there is no damage, the facility rented is left in an orderly manner and keys are returned after the event. **The deposit is fully refunded if cancellation is made at least 30 days prior to the contract event date and non-refundable if notice is given less than 30 days.**

Chautauqua Room & Platform

Weekends, Evenings and Holidays..... (Daily) \$475
Additional Rental Days..... (Daily) \$400
Weekdays (Monday – Thursday) Non-evening hours (4 hours or less)..... (Hourly) \$75
Science Museum (After Hours)..... (Hourly) \$150
Wetherbee Planetarium (After Hours)..... (Hourly) \$50

Rental customers may arrange for museum tours or planetarium shows at discounted rates.

*******All rental fees are due 10 business days prior to rental date.*******

POLICIES AND PROCEDURES

All events must adhere to the times as noted on the Rental Contract. All clean up must be completed within the allotted time period as stated on the Rental Contract to avoid additional charges. Each additional hour or portion thereof, beyond the allotted time is \$100 per hour. No event may extend past 1:00 a.m.

All damages, which occur to the property and exhibitions of Thronateeska Heritage Center, shall be the responsibility of the renter. The contracting party shall be responsible for any loss or damage to the property including those damages that exceed the security deposit. The Renter shall indemnify and hold Thronateeska harmless for any claims arising from the use of the rented facilities.

All Museum exhibits will remain on the premises and are NOT to be tampered with, under any circumstances.

The leasing party is responsible for the removal of all equipment and decorations not belonging to Thronateeska immediately following the event. All facilities, kitchen, restroom, and other public spaces must be left in good order and clean. All loose trash in the rented facility including the plaza area and street must be picked up and placed in a trash receptacle. Preparation and cleaning should take place during beginning and ending times noted on the Rental Contract. These activities must be accomplished in a manner that does not interfere with other activities of Thronateeska.

No deep-fat frying or grilling is permitted inside of any buildings or under the Platform.

Smoking is prohibited inside all facilities.

No decorations, nails, screws, tape, staples, etc. may be attached to the walls or ceilings or any painted surface. No balloons, strings or other decorations may be attached to the ceiling fans or light fixtures. All fasteners, strings and balloons must be removed.

No rose petals, rice, confetti, serpentine, etc. may be thrown inside or outside of the facility. Only bird seed is allowed outside.

Only candles in protective holders may be used inside the facilities.

Thronateeska Heritage Center has the right to deny any exhibition, music or entertainers deemed inappropriate.

No keg beer or large coolers may be brought inside the buildings. Organizations or individuals serving food or alcoholic beverages will comply with all federal, state and local regulations that apply and assume liability for all personal and/or property damages that may result.

Additional security is required for all public and private events with attendance over 150 persons **or as determined by Thronateeska**. Additional security for an event is provided at the rate of \$25.00 per hour for each additional guard during stated event hours.

I have read, understand and agree to abide by these Policies and Procedures:

Signature - Contact Person

Date Signed