**Savannah Station Event Guidelines Addendum**

**There will be a $250.00 Dollar Set up Fee for All Wedding Ceremonies.** (If your ceremony is not at Savannah Station, this fee does not apply.) This fee does not apply unless resetting the room is required.

**Beverage Service Option (you must choose one, either option A or option B):**

Your Beverage Service must be set up and co-ordinated through Savannah Station. The charges for the Beverage Service you choose are in addition to the rental of the facility. The attached Non-Alcoholic Beverage Service is the minimum beverage service requirement.

**A:**  Nonalcoholic Beverage provided by Savannah Station. (This option is the minimum required. Beverage Service must be purchased for **ALL** guests in attendance.) See menu. This beverage service is mandatory for Sunday Rentals.

**B:** Full Alcoholic Beverage Service as served and co-ordinated by Savannah Station. (Beverage Service must be purchased for **ALL** guests in attendance.) See menu. This beverage service is NOT an option for Sunday Rentals.

**It is the Law in the State of Georgia that all persons consuming alcoholic beverages be of legal drinking age and have proper government issued identification on their person.**

**Catering Requirements:**

You must choose a caterer from our Approved Catering List unless other arrangements have been made through, and with the approval of, Savannah Station. (If you would like to use a caterer that is not on our Approved Catering List, there will be additional fee for them to provide catering services for your event at Savannah Station, In addition, they must provide proof of being properly licensed and sufficiently insured.

**Rentals:**

Loss or damage of any rentals from or acquired through the Savannah Station is the sole responsibility of the Lessee or the Caterer of the Lessee. Additional charges will apply for any loss or damage incurred. Such items include, but are not limited to: China, Glassware, Silverware, Serving Pieces, Linens, Table Skirting, Staging, etc. (These are items which we may procure on your behalf and are not included with the Facility Rental.) Our Tables and Chairs are included in your rental rate. Linens are not included.

**Miscellaneous:**

**A:** There is to be **NO Birdseed, Rice, Glitter, Sparklers, or Confetti** in Savannah Station. **. If any of these items are used outside of the building, it is the Lessee’s sole responsibility to clean up the area and dispose of all refuse generated from the items. Neglecting to clean the area will result in the forfeiture of your entire Security Deposit.**

**B:** There is a **$500.00 Dollar Security Deposit** required of the Lessee that is due thirty (30) days prior to event date.

**C:** **The Initial Facility Payment is Non-Refundable.**

**D:** Payment of the Balance of the Facility Rental is due 180 days (6 months) prior to the event date, unless otherwise specified. **In addition, if your event is cancelled after specified payments dates, all outstanding balances are still owed to Savannah Station as specified in the rental contract. All cancellations must be made in writing.**

**E:** Any charges other than Facility rental are due Ten (10) days prior to the event.

**F:** **There is a “NO Shots” policy for all Beverage Services.**

**G:** Rental of the Facility allows you and you vendors use of the facility **two (2) hours prior to your event start time for setup, and two (2) hours immediately afterward for breakdown.** If extra time is needed for setup, breakdown, and/or your event, additional hours are available for $150.00 dollars each hour. UNLESS STATED DIFFERENTLY ON YOUR CONTRACT. All times are captioned in paragraph two (2) of the contract.

**H: Security is required for all events. Payment of the Security Officer(s) is the responsibility of the Lessee.** The rate is currently $28.00 Dollars per Officer per hour. On Sunday and/or Holidays, the rate is $36.00 Dollars per Officer per hour. The officer(s) will arrive thirty (30) minutes prior to the schedule start time of your event and will stay until the building is clear and secure of all Guests, Vendors, and Staff. Fire Watch is required anytime there are static displays: i.e. silent auctions, live auctions, art exhibits, vendor booths, etc. There rate of pay is $35.00 Dollars per hour with a 4 hour minimum. **All labor fees are subject to holiday rates.**

**I: All contracted services (this does not apply to labor or facility rental) procured through Savannah Station are subject a 20% Service Fee ($150 Dollar Minimum). In addition, all payments with Bank Cards will be subject to a 3% Convenience Fee.**

I have read and initialed each of the above Guidelines. These guidelines are, simply, to reiterate and clarify the policies of Savannah Station. (If you have any questions, please address them before you sign this addendum and the contract.) I understand that compliance to these rules by me, my guests, and any outside vendors is my responsibility. Failure to comply may result in the loss of all or any portion of the Security Deposit, which is independent if the Facility Rental Payment (see contract for payment outline.)

Signed this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2017.

Lessee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_