

Facility Rental Application and Agreement

Dorothy C. Benson
Senior Multipurpose
Facility (Building B)
6500 Vernon Woods Dr.
Sandy Springs, Georgia
30328
404-613-4900 (Office)
404-843-7362 (fax)

The Fulton County Government Senior Services Department, is in partnership with the Friends of Benson, Bowden, Darnell and Mills, 501 (c)(3) non-profit corporations established to support the recreational, intellectual, social, physical and health needs of senior citizens, primarily age 55 and over. The Senior Multipurpose Facilities are available to the general public for community activities or special events. Rental space of the four (4) facilities contain the following amenities:

H.J.C. Bowden Senior
Multipurpose Facility
2885 Church Street
East Point, Georgia
30344
404-762-4821 (Office)
404-332-0430 (fax)

Amenities:

- Spacious Dining Hall
- Performance stage
- Dining Chairs and Tables
- Catering or Commercial kitchen
- And other amenities

Harriett G. Darnell Senior
Multipurpose Facility
677 Fairburn Road, NW
Atlanta, Georgia 30331
404-613-8580 (Office)
404-505-3867 (fax)

On behalf of Fulton County Government, the Friends of Organizations serve as the point of contact for the rental of the facilities. Individuals or agencies entering into a rental agreement shall comply with the policies and procedures outlined in this document.

Helene S. Mills Senior
Multipurpose Facility
515 John Wesley Dobbs
Atlanta, Georgia 30312
404-523-3353 (Office)
404-332-0424 (Fax)

To reserve a Multipurpose Dining Hall Facility, please read the information on the following pages. The completion of this form is required for reservation of a facility.

FACILITY RENTAL PRICE LIST

Use of the Senior Multipurpose Facilities by individuals, agencies (profit and not-for-profit), organizations and community groups is encouraged. Facility availability hours are Thursday, 5:30pm – 10:30pm (at select facilities), Friday, 5:30pm – 12:00am midnight, Saturday 12:00 noon - 12:00 a.m. midnight, or Sunday 12:00 noon - 9:00 p.m. Rentals include the use of the Multipurpose Dining Hall, stage, lobby and lobby restroom, and authorized parking lot(s). For more information, or to schedule a facility rental, please contact the Rental Coordinator. Thank you.

Thursday Rental Rates

(The following is based on an hourly rate.)

	Inside Fulton County	Outside Fulton County
Non-Profit Agency Rentals	\$100.00	\$130.00
Private Rentals	\$130.00	\$180.00
Additional Hourly Rates	\$100.00	\$100.00
Application Fee	\$25.00 \$50.00	\$25.00 \$50.00
Security Deposit	\$300.00	\$300.00

The minimum number of Thursday rental hours is three (3) hours and the maximum is five (5) hours. All Thursday events must end by 10:30pm.

Friday, Saturday and Sunday Rental Rates

	Inside Fulton County	Outside Fulton County
Non-Profit Agency Rentals	\$600.00 \$700.00	\$1,150.00
Private Rentals	\$975.00	\$1,650.00
Additional Hourly Rates	\$100.00	\$100.00
Application Fee	\$25.00 \$50.00	\$25.00 \$50.00
Security Deposit	\$300.00	\$300.00

A security deposit of \$300.00 is required at the signing of this contract.

Additional Fees:

- Use of the HJC Bowden kitchen \$150.00 for 8 hours
plus \$20.00 for each additional hour

- Rental of Banquet Tables \$15.00 per table
(Available at select facilities)

- Table Cloths \$12.00 each
(Available at select facilities)

- Piano \$150.00

Senior Services Department Facility Rental Agreement

Facility Name: _____ Rental Name: _____ Rental Date: _____ Renter's Initials: _____

FACILITY RENTAL POLICIES (PAGE 1 OF 2)

Furniture: All movement of furniture shall be subject to approval. A floor plan must be provided 30 days in advance if furniture is to be moved; all furniture must be returned to its original place. Tables and chairs in the Dining Hall may be moved, but not removed from the Dining Hall.

Kitchen: The Benson, Darnell and Mills facilities offer a catering kitchen for use by professional catering companies.

The Bowden Facility offers the use of the front serving area, dishwashing room and access to ice. The commercial kitchen is available to rental customers (for warming purposes only) for an additional fee of \$150.00. Provided in the fee are: use of the kitchen and a staff monitor for an eight (8) hour period. Additional hours are available at a rate of \$20.00 per hour, not to exceed 12 midnight.

The caterer(s)/renter(s) are responsible for cleanup of the kitchen (if used) and/or serving area, and the dishwashing room after the event; including microwave ovens, small capacity ice machine, refrigerators, counter tops, floors, etc. Use of the contents within the catering kitchen areas is strictly prohibited. Also, caterer(s)/renter(s) are to ensure all trash receptacles are emptied into the facility dumpster.

Availability: The Multipurpose facilities are available for special events after normal business hours:

Thursday 5:30pm -10:30pm <i>Select Facilities</i>	Friday 5:30pm - 12:00am	Saturday 12:00noon - 12:00am	Sunday 12:00 noon – 9:00pm
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Availability is on a first-come, first serve basis. Multiple rentals (more than two rental requests per month) are subject to review based on facility demands. An increase in demand requires that organizations/individuals may request no more than two rentals during any consecutive 60-day period. Fulton County business takes precedence over private use of the facility (excluding weddings) and requires a 45 notice from the requesting County agency or department.

Maximum Capacity: In no instance will capacity exceed standards set by the Fire Marshall. Refer to the facility rental coordinator for accurate capacity limits (including tables, chairs, etc.). The following are facility estimates (seated, auditorium and stadium):

Benson 200 capacity	Bowden 230 capacity	Darnell 230 capacity	Mills 200 capacity
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Rental Rates: Rates are available for no more than 8-hour periods of time (as established in the facility rental request form) and must include set up, event and break down time. There will be a \$100.00 an hour charge for each hour of use exceeding the initial 8-hour period of time, but not to exceed 12 midnight. Provided in the fee are: a security guard for the duration of the rental; an Event coordinator for the duration of the event; and porter staff for light cleanup duty after the event.

FACILITY RENTAL POLICIES (PAGE 2 OF 2)

\$50.00

Reservation & Security Deposit:

A non-refundable application fee of ~~\$25.00~~ and a security deposit of \$300.00 are required to reserve the facility. Deposits in the form of a money order or certified check must be made payable to "The Friends of" organization, a non-profit organization and partner of the Multipurpose facilities. The deposit is in addition to the application fee and rental fee and is to cover any potential damage to or loss of equipment, furniture, etc. and to secure a requested date.

Adhere to the following payment schedule:

- 50% due upon reservation
- 25% due 60 days before event
- 25% balance due 30 days before event

The security deposit is fully refundable 30 days after the event date pending a post event inspection by the on-site Rental Coordinator. Cash, credit cards and personal/business checks are not accepted for any fees associated with facility rentals. If the County closes the facility due to weather or unforeseen issues, the Renter may reschedule an alternate date, up to one year, subject to availability or receive a refund of all fees (paid to date).

Cancellation & Refund:

All cancellations must be submitted in writing.

90 Day Cancellation	100% of the rental fee (if paid prior to 90 days) is returned in addition to \$100.00 of the security deposit
60 Day Cancellation	50% of the rental fee is returned; security deposit is nonrefundable 60 days prior to cancellation
30 Day Cancellation	No refunds will be issued 30 days prior to a scheduled event

Facility Set Up

Renter is responsible for the cleanliness of the facility upon conclusion of the event; a cleaning fee of up to \$150 will be assessed if the dining hall is not returned to its original state.

- No used materials or trash is to be left in the facility.
- Leftover food must be removed by the renter.

Decorations and Signage

- No signs, posters, or decorations of any kind are to be used in the dining hall unless approved by Rental Coordinator.
- No adhesive tape, tacks, nails, staples are to be used on the dining hall walls, mirrors and/or furniture.
- No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering-related items.
- In the event proper authorization is not received and damage results, the full cost of repair and/or replacement will be charged to the renter.

Liability Insurance:

For all rentals, a certificate of insurance must be provided indicating liability coverage for the event in the amount \$300,000/\$100,000 (bodily injury/property damage) and the facility is named as the additional insured party for the duration of the event. Liquor Liability must also be obtained (if liquor will be sold or served during a facility rental) with \$1 Million per occurrence policy limits.

Security Requirements

Upon execution of this contract, the Senior Service Manager or a designee of the Senior Services Department along with the Friends of Rental Coordinator will reserve security through the Fulton County Police Department. Security officers or personnel not approved by the Fulton County Police Department are prohibited.