

RENTAL AGREEMENT

The Junior League of Gainesville- Hall County Board of Directors welcome interested groups to hold events in the League Lodge. The Board of Directors reserves the right to disapprove any request.

GUIDELINES FOR RENTAL

1. **Reservations:** Reservations are made on a first-come, first-served basis, based on availability of space and compliance with the guidelines of this policy. No verbal agreements for the use of the League Lodge shall be valid. Reservations require a signed Rental Agreement and are considered tentative until the Rental Agreement has been approved and the appropriate deposit on the reserved space has been received. When the Rental Agreement has been returned with the required deposit and the reservation has been approved, our staff will contact you to confirm the details of your event - room setup, table and linen needs, vendor information, and any other special concerns that you may have. We encourage you to schedule a site visit to discuss your event in person.
2. **Deposit:** The 20% deposit is to be paid at the Rental Agreement Contract signing. The balance is due no later than the day of the event. If incidentals are incurred, the renter will be billed within 7 days of the date of the event.
3. **Cancellation Policy:** All cancellations are required to be in writing and must be received during normal business hours, 7 business days prior to the event. In the event of unforeseen circumstances and cancellation occurs by either the League Lodge or renter, return of rental deposit will be given at the discretion of a Junior League of Gainesville-Hall County representative. The League Lodge will not be held responsible for any other cost the client incurs should the event need to be canceled.
4. **Renter Responsibilities:** All deliveries, setup and breakdown for the event must occur on the date and time contracted. All items must be removed no later than the end of the event.

Renters are responsible for:

1. Trash removal and appropriate disposal. A dumpster is located in the far-left parking lot.
 2. The cleaning of all major spills as they happen.
 3. All facility property used must be returned to its original condition. Items include, but are not limited to: sinks, countertops, floors, refrigerators and freezer, blinds, thermostats, tables, lights, chairs, trash receptacles, etc.
 4. If used, sinks and drains must be cleared of all food residue.
 5. Food must be removed from the facility, including food that is placed in the refrigerator and freezer.
5. **Post Event Cleaning Fee:** Renter is responsible for cleaning of the space after the event concludes by the time as stated on the contract. A contractor is available to clean, for an additional fee that is to be paid by the Renter, if they choose. The cleaning fee, as stated on the Pricing Guide, is required for Full Lodge rentals.
 6. **Set-Up Fee:** Renter is responsible for set-up of the space before the event. Renter can begin set-up at the time stated on the contract. A contractor is available to set-up, for an additional fee that is to be paid by the Renter, if they choose. The set-up fee, as stated on the Pricing Guide, is required for Full Lodge rentals.

7. **Tables & Chairs:** Based upon availability, tables and chairs are available for Renter use. Rental fee does not include the set-up or breakdown of tables and chairs. Arrangements to perform the service will need to be made by the renter at the time the Rental Agreement is signed. All tables and chairs must be returned back to original storage, and the room must be placed back to its standard set-up.
8. **Smoke Free:** The League Lodge is a **non-smoking** facility. Any evidence of tobacco use inside the building will result in an immediate forfeiture of the deposit.
9. **Forbidden Items:** The use of rice, birdseed, sand, processed snow, glitter, and confetti are prohibited on the League Lodge Property.
10. **Fireworks:** The use of fireworks is not allowed on the League Lodge Property.
11. **Signage & Decorations:**
 1. Signage and decorations cannot be attached to the windows, walls, doors, furniture or exterior using but not limited to: tape, nails, thumbtacks, putty, or any other adhesive.
 2. The use of exterior decorations such as, lights, balloons, arches, or any other addition that changes the appearance of the building facade must be approved at the signing of the Rental Agreement and noted in the details section of the agreement.
 3. Candles must be no-drip, and cannot be left unattended.
 4. Items suspended from the ceiling must not exceed 10 pounds and must be professionally installed.
12. **Facility Systems:** HVAC units must be returned to the original temperature. Lights must be turned off when exiting the facility. Electrical boxes are not to be tampered with. All electrical needs must be met utilizing existing power outlets.
13. **Alcohol:** You may provide alcohol to your guests but are not permitted to sell alcoholic beverages on site. Per the Rental Agreement the renter will agree to **hold** Junior League of Gainesville-Hall County **harmless** for any alcohol related **claim** that **may arise**. Renter must abide by all City of Gainesville Ordinances in regards to alcohol use. Please consult with your **private insurance** provider for further information and to assure personal coverage. When alcohol is being served licensed bartenders may be required.
14. **Security Guard/Staff:** The League Lodge may require security guard staff, including but not limited to law enforcement depending on the event. If required, an additional fee will be charged.
15. **Special Provisions:** The League Lodge has permanent tenants. These tenants may be on the premises at the time of your rental.
16. **Sound:** Renters must abide by the City of Gainesville Noise Ordinances.
17. **Technology:** The availability of the League Lodge technology including, but not limited to, microphones, speakers, projector screen, projector, and TV screen, may not be available and is not guaranteed.
18. **Common Areas:** Common areas such as, but not limited to, hallways, lobby, restrooms and parking lot are available for use by all renters and tenants of the League Lodge.
 1. All requests for the use of the lobby and proposed table placement will need to be made in writing. Requests for tables for packages/gifts, guest books, photographs, and floral arrangements will be considered. No food or beverage stations are permitted in the lobby.
19. **Parking:** There are 78 parking spots.
20. **Rental Duration:** All events must end at the time stated on the contract. This includes - break down, trash removal, and any necessary clean-up. All events must conclude by 11:00pm.
21. **Children:** All children **MUST** be supervised at all times.

The League Lodge Rental Agreement
Renters Initials _____

22. Usage Guidelines:

1. At no time shall a renter sublease or assign its reservation to another individual, group, or organization.
2. Renter will not permit anything that could obstruct or interfere with entrances, exits, access to public utilities of the building, or the rights of the other renters.
3. The League Lodge is under the sole control of the Junior League of Gainesville-Hall County; they have the right to enter all rented rooms at any and all times during the contracted rental period.
4. The league Lodge has the option to schedule other events in the building simultaneously.
5. Use of the League Lodge to accommodate childcare for daycare or nursery care is prohibited.

23. **Special Requests:** Special requests for decorations, lobby's use, tents, specialty food preparation stations, or any other request not defined in the Rental Guidelines needs to be made in writing.

24. **Nonconforming Use:** Events not conforming to the Junior League of Gainesville-Hall County's mission and purpose or any event that has been scheduled due to untrue or misleading information provided by the renter shall be rejected or canceled immediately. Any such rejection or cancellation shall be at the sole discretion of the Junior League of Gainesville-Hall County.

25. **Marketing Policy:** The League Lodge reserves the right to photograph and/or video. Events and-or participants for use in marketing materials. Materials used to advertise events using the League Lodge and/or the Junior League of Gainesville-Hall County name and logo must be approved to insure proper use.