

PRIVATE EVENT GUIDELINES

1. **Reservations:** Reservations are made on a first-come, first-serve basis, based on availability of space and compliance with the guidelines of this policy. No verbal agreements for the use of the Lodge shall be valid. Reservations require a signed Private Event Contract and are considered tentative until the Private Event Contract has been executed by all parties and the appropriate deposit on the reserved space has been received. When the Private Event Contract has been returned with the required deposit and the reservation has been approved, the League staff will contact the Renter to confirm the details of the private event - room setup, table and linen needs, vendor information, technology needs, and any other special concerns. We encourage Renter to schedule a site visit to discuss the private event in person.
2. **Deposit:** To secure the private event date, a 20% deposit of the Lodge rental rate for the space requested is to be paid at the time of Renter's execution of the Private Event Contract. The balance of the rental amount is due no later than two weeks before the event. If incidentals are incurred, Renter will be billed within 7 days of the date of the event or receipt of the bill for the incidental, whichever is earlier, and Renter shall remit full payment due to the League within ten (10) days. A \$100 late fee will be assessed to the total amount due every 30 days past the date payment was due, including for incidental charges.
3. **Cancellation Policy:** All cancellations are required to be in writing and must be received during normal business hours of the League at least 7 business days prior to the event. In the event of unforeseen circumstances which result in cancellation by either the League or Renter, including circumstances beyond the control of either party (i.e. natural disasters, pandemics, acts of government, or other force majeure events), return of the rental deposit to Renter will be at the discretion of the League. The League will not be responsible for any other cost the Renter 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.
Renter is responsible for:
 - a) Trash removal and appropriate disposal. A dumpster is located in the far-left parking lot.
 - b) The cleaning of all major spills as they happen.
 - c) 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, tables, trash receptacles, etc.
 - d) If used, sinks and drains must be cleared of all food residue.
 - e) 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. If the space is not cleaned sufficiently by Renter by the time the event concludes, League shall have the option of hiring the cleaning contractor and Renter shall be fully responsible for paying the cost as an "incidental" cost. 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's 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 Private Event Contract is signed. All tables and chairs must be returned 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. Vaping or use of any tobacco product is strictly prohibited inside of the Lodge. Any evidence of tobacco use inside the building may result in an immediate forfeiture of the deposit and cancellation of the event.
9. **Forbidden Items:** The use of rice, birdseed, sand, processed snow, glitter, and confetti are prohibited on the Lodge Property.
10. **Fireworks:** The use of fireworks is not allowed on the Lodge Property.
11. **Signage & Decorations:**
- a) Signage and decorations cannot be attached to the windows, walls, doors, ceiling, furniture, or exterior. This includes the use of tape, nails, thumbtacks, putty, 3M products, or any other adhesive.
 - b) 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 by the League at the signing of the Private Event Contract and noted in the details section of the agreement.
 - c) Only artificial candles are allowed (electric, battery, etc.).
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:** **The legal drinking age in Georgia is 21. It is illegal for anyone under the age of 21 to purchase or consume alcoholic beverages. It is the responsibility of the Renter to ensure that no invited guests that are minors consume any alcoholic beverages on Lodge Property.** Renter may provide alcohol to its guests but Renter is not permitted to sell alcoholic beverages on site. If Renter is using an outside vendor to provide alcoholic beverages, Renter must discuss the same with the League and Renter shall provide appropriate permits, licensing, and provide a certificate of insurance at least fourteen (14) days prior to the event date. If Renter does not timely provide the League with a certificate of insurance, the League has the right to refuse Renter to have use for that event. Per the Private Event Contract, the Renter will agree to hold the League harmless and fully indemnify it for any alcohol related claim that may arise. Renter must abide by all City of Gainesville Ordinances, Hall County Ordinances, and the laws of the State of Georgia in regards to alcohol use. Renter is advised to consult with its private insurance provider for further information and to assure personal coverage. When alcohol is being served, licensed bartenders may be required. The League reserves the right to remove guests, or take any other steps the League deems prudent, including immediate cancellation of the event, if a guest appears to be over intoxicated or presents a danger to themselves, guests, staff, the League, or to the Lodge.
14. **Food and Beverage:** Outside food and non-alcoholic beverages are permitted at the Lodge but must be communicated to the League prior to the scheduled event date.
15. **Security Guard/Staff:** The League may require security guard staff, including but not limited to law enforcement depending on the event. If required, an additional fee will be charged.
16. **Other Lodge Tenants:** The League has permanent tenants occupying space at the Lodge. These tenants may be on the premises at the time of your rental.

17. **Sound:** Renter must abide by the City of Gainesville Noise Ordinances.
18. **Technology:** There is no guarantee as to the availability of the Lodge technology including, but not limited to, microphones, speakers, projector screen, projector, and TV screen, for your event. Please check for availability at the time of entering into the Private Event Contract.
19. **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 Lodge.
- a) 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 and are at the sole discretion of the League. No food or beverage stations are permitted in the lobby.
20. **Commercial Kitchen:** Rental and use of the Commercial Kitchen is prohibited. Full Facility rental does not include the use or rental of the Commercial Kitchen.
21. **Parking:** There are 78 parking spots, which are to be shared during events with other Lodge tenants.
22. **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 with all guests vacating the premises by 9:00 pm. All clean-up and remaining renters must vacate the premises by 9:30pm. No exceptions.
23. **Children/Pets:** All children **MUST** be supervised at all times. All pets must be on a leash at all times, excluding licensed service animals.
24. **Miscellaneous Provisions:**
- a) At no time shall a Renter sublease or assign its reservation to another individual, group, or organization.
- b) Renter will not permit anything to obstruct or interfere with entrances, exits, access to public utilities of the building, common areas, parking spots, or the rights of the other renters.
- c) The Lodge is under the sole control of the League and they have the right to enter all rented rooms/space at any and all times during the contracted rental period.
- d) The League has the option to schedule other events in the building simultaneously with Renter's event.
- e) Use of the Lodge to accommodate childcare for daycare or nursery care is prohibited.
25. **Special Requests:** Special requests for decorations, lobby's use, tents, specialty food preparation stations, alcohol service, or any other request not defined in the contract needs to be made in writing prior to entering into the Private Event Contract.
26. **Nonconforming Use:** Events not conforming to the League'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 at the sole discretion of the League.
27. **Marketing Policy:** The League reserves the right to photograph and/or video Renter's events and-or participants for use in League marketing materials. By signing this Private Event Contract, Renter is granting permission to the League to use such photography and/or video in the League publications, print and digital formats, including in the League's website, newsletters, emails, social media posts, videos, brochures, and any other advertisements. By giving this consent, Renter releases the League and all third parties from any liability for any violation of any personal or proprietary right the Renter may have in connection with any sale, reproduction, or use of their photographs and/or videos. Materials used by Renter to advertise events

using the Lodge and/or the League's name and logo must be approved in writing by the League prior to use to ensure proper use.

28. **Hold Harmless and Indemnification:** Renter hereby agrees to fully hold harmless and indemnify the League, its members, officers, directors, employees, and representatives from any claims, liabilities, costs, damages, or expenses, including legal fees, arising out of or in connection with the Renter's private event referenced in the Private Event Contract, including, but not limited to, personal injuries and damage, property damages and losses, or any other incident related to the Renter's private event. Renter shall be responsible for any damage to the Lodge property or equipment caused by the Renter, their guests, invitees, or any person associated with the event. The cost of repairing or replacing damaged property at the Lodge shall be the sole responsibility of Renter. Renter shall be solely responsible for the safety and well-being of their guests, invitees, or any person associated with the event. Renter assumes all liability for any injuries, accidents or damages that may occur during the event or in preparation for the event.
29. **Insurance:** Renter acknowledges and agrees that it is responsible for obtaining any necessary event insurance to cover potential liabilities, damages, or losses that may arise during their private event. Renter shall promptly provide written proof of coverage to the League upon the League's request. Outside vendors for food and/or alcoholic beverages must show a certificate of insurance to the League at least 7 days prior to the private event and the League has the right to refuse use to that vendor upon its failure to do so.