

PAULDING COUNTY SENIOR/COMMUNITY CENTER ROOM RENTAL RESERVATION FORM

54 Industrial Way North, Dallas, Ga 30132 / Phone: 770-443-8873 / Fax: 770-443-3227

Today's Date: \_\_\_\_\_ Date Room Reserved: \_\_\_\_\_ Time of Rental : \_\_\_\_\_ # of Hrs. \_\_\_\_\_

Person(s) Responsible: \_\_\_\_\_ Contact Phone Number(s) \_\_\_\_\_

Type of activity the Room will be used for: \_\_\_\_\_

Will there be alcohol served at this event: Yes\*  NO  \*See security requirements below.

\*Events that will be serving alcohol will require two Paulding County Deputy Sheriffs. Minimum of 4 hours for each Deputy. The Deputies must be available for the entire event and the fee for the Deputies is \$30.00 per hour per Deputy. This fee must be paid in cash before the day of the event. Renter Initials: \_\_\_\_\_

Deputy Fee Cash Only: \_\_\_\_\_ Paid

Magnolia Room\*: \$450.00 for 4 hours plus \$450.00 Deposit. \$50.00 for each additional Hour.

\*Nonresident \$600.00 for 4 hours, \$75.00 each additional hour. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ Azalea Room\*: \$100.00 for 4 hours plus a \$100.00 Deposit. \$35.00 for each additional Hour. \* Nonresident \$200.00 for 4 hours. \$50.00 each additional hour. \$ \_\_\_\_\_ + \$ \_\_\_\_\_

Kitchen: \$100.00 for 4 hours plus a \$100.00 Deposit. \$40.00 for each additional Hour. \$ \_\_\_\_\_ + \$ \_\_\_\_\_ Setup fee \$350.00 for 4 hours (day/night before event) Total Amount Due: \$ \_\_\_\_\_ + \$ \_\_\_\_\_ Audio/Visual Rental. Includes Microphones, projector, remote control and sound system. \$100 for 4 hours/Non Profit \$50.00. 125.00 for four hours Non Resident/Non Profit \$75.00. \$ \_\_\_\_\_ + \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_ + Deposit: \$ \_\_\_\_\_ Check:  Cash:  Balance Due: \$ \_\_\_\_\_ Payments \_\_\_\_\_ Paid in full

Cleaning fee's Cash Only: Magnolia Room \$350.00  Azalea Room \$75.00  Kitchen \$75.00

Your deposit minus a \$6.00 processing fee will be mailed to you 7 to 10 days following the event. The refund will be mailed to: (please print)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please read the Rules and Regulations located on the back of this form before you sign this agreement. Remember, All areas of the building used by your event must be cleaned and you must be out of the building by the END of your scheduled event. Initials: \_\_\_\_\_ Received Copy of CleanUp form. Initials: \_\_\_\_\_

All fees must be paid two weeks prior to your event. If less than 2 weeks cancellation is given the renter will forfeit half of their deposit. Initials: \_\_\_\_\_

Paulding County will not be held responsible for any items that are left on the property, losses of any kind or injuries to any person using the facilities. Initials: \_\_\_\_\_

COVID 19: In accordance with O.C.G.A. 51-16-3, any person entering the premises and of facilities of Paulding County, Georgia, including the properties operated and/or maintained by it Parks, Recreation and Cultural Affairs Department, waives all civil liability against Paulding County, Georgia, its elected and appointed officers, agents, and employees for any injuries caused by the inherent risk associated with contacting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License #/Exp. Date/Proof of County Residence: \_\_\_\_\_