

**NORTH AUGUSTA COMMUNITY CENTER POLICIES**

PO BOX 6400

495 BROOKSIDE AVENUE

NORTH AUGUSTA, SC 29841

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**POLICIES AND RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.  
THE CITY OF NORTH AUGUSTA RESERVES THE RIGHT TO REFUSE  
RENTAL OF THE COMMUNITY CENTER. (Revised 01-2010)**

**I. RESERVATIONS:**

Reservations for use of the Community Center will be on a first-come, first-serve basis. Reservations may be made up to twelve (12) months in advance.

**Holiday and Weekend Rental:**

The minimum rental of the Community Center on Saturdays and Sundays will be Banquet Rooms A1&A2. Other rooms may be rented only during the time frame that Banquet A1&A2 are rented.

The rental of the Community Center on City of North Augusta Observed Holidays is available only if the entire center is rented (**\$2,000.00**). Those holidays are: New Years Day, Good Friday, Memorial Day, July 4th, the day following Thanksgiving, and Christmas Eve.

**No reservations** shall be made on Thanksgiving or Christmas Day.

**II. RENTAL FEES:**

The room reservation request may be held for a maximum of 7 days. **The total rental fee is due and payable within a 1 week time period, following the reservation request in order to guarantee the desired room(s) and date(s).**

**Refund of rental fees due to cancellations shall be as follows:**

- A. 180 days prior to reservation date: 100%**
- B. Between 179-90 days prior to reservation date: 50%**
- C. Less than 89 days or less: NO REFUND**

**III DAMAGE FEES:**

Banquet rooms: Deposit on banquet rooms shall be **\$250.00** payable at least 2 weeks prior to the event. Should damages greater than **\$250.00** occur; the lessee will pay for all costs for the damages incurred.

Meeting rooms: A damage fee equal to the room rental fee shall be paid 2 weeks prior to the event. The damage fee is refunded if the room is left in an acceptable condition.

Checks are made payable to: **North Augusta Community Center**

### **III. SECURITY:**

The lessee may be required to provide a North Augusta Public Safety Officer. The City will make this determination based on the occasion, attendance, use of alcohol or/and parking.

**A public safety officer's presence is required for all events if alcohol (beer, wine, liquor) is consumed and/or guest attendance exceeds 100.**

**A public safety officer is also required at all parties where attendees/honorees are 12 years of age and up.**

Payment for Public Safety Officers must be made 2 weeks prior to event. This should be given to the Center Supervisor, who will make the arrangements for officers.

Checks for Public Safety should be made payable to:

**City of North Augusta**

Hourly rate: \$30/hour/officer

Minimum # of Officers: 1

### **V. GENERAL INFORMATION:**

1. The Lessee is hereby deemed responsible for any damage or breakage to any portion of the Community Center and agrees to replace in full, any damage done to the facility while under rental. (Reasonable wear accepted)
2. The Lessee agrees to hold harmless the City of North Augusta in any way for any accident or injury, which may occur to a person or persons on the premises during the rental period.
3. The lessee agrees to hold harmless the City of North Augusta and the North Augusta Community Center for any items left unattended, misplaced, or unclaimed during or after the lessees' rental period.
4. The Lessee shall find the premises to be in a clean, safe condition and Hereby agree to leave said premises and surrounding areas in a clean, safe condition.
5. **No substances containing red dye** may be used, as it stains the carpet permanently. (Punch, sauces, icing)
6. No types of chemicals, paints, toxin materials, **tape or glue** are to be used

on tables, walls, floors or doors the Community Center (inside or outside) including table skirting with self adhesive.

7. For all weddings, receptions and parties: **sparklers, no rice, confetti, glitter or birdseed may be used.**
8. Lobby furniture and accessories (flower arrangements, lamps, chairs, etc) may not be removed or relocated to the meeting or banquet rooms. No food in the foyer area..
9. **Alcohol:** For functions involving the sale of alcohol, the lessee is required to purchase a temporary liquor permit. Each permit shall be issued from the SC Department of Revenue.  
**CONTACT:** SC Department of Revenue  
A B L Division  
PO Box 125  
Columbia, SC 29214
10. For groups renting the Community Center, all money must be collected in advance, no **tickets sales** at the door on the evening of the event.
11. Vehicles are not to be driven on the sidewalk for unloading.
12. Decorations may not be used in or around the fireplace in the foyer. Only a Center Representative may light the fireplace.
13. Helium balloons may be used for decorating, provided that they are tied down and not let go in the Center. Helium tanks are to be removed from the Community Center after the balloons are inflated.
14. All decorations and trash (dumpster is available at the rear of the building) must be removed from the Center immediately following the event.
15. **The lessee must be out of the room within the time frame on the contract. Contract time includes decorating and clean up time.** The Community Center must be cleaned and locked no later than **1:00am**. **All events schedule until 1am must end their event at 12am** (lights on, music off, bar closed) allowing the last hour for cleanup, removal of all decorations and equipment.
16. Telephone: The telephone in the office is for office or emergency use only.
17. According to the **Clean Indoor Act of 1990**, there will be no smoking in the Community Center.
18. **NO EXOTIC (male or female) DANCERS.** (Violation of City Ordinance Code: Article VII, Sec. 16-160, Sec. 16-164, 16-165)

**19. NO CONCEALABLE WEAPONS ARE ALLOWED**

(Sect 16-23-420, SC State Law)

20. **All parties with attendees and /or honoree 12 years of age and up are required to hire a Public Safety Officer.** The Community Center is responsible for the scheduling of the officer and will determine how many officers are needed. The lessee is responsible for payment. (See Section IV, Security)
21. ADA Compliance: The lessee warrants that it is in compliance with the Americans with Disabilities Act (PL 101-336), and that it will, in carrying out the requirements of this lease; comply in all respects with the provisions of the Act and its implementing regulations.
22. No Motorized vehicles or trailer items allowed in the building (golf carts, ATV, boats, motorcycles, grills)
23. Center fixtures may not be removed from their location. (includes, doors, furniture, lamps, etc)

**\*\*The lessee is responsible for seeing that guests attending their function follow these rules.**

**VI. LINENS:**

The Community Center **does not** provide table linens free of charge to the lessee. Tablecloths and table skirts may be rented from the North Augusta Community Center.

Fees for Linens: Tablecloths- \$12.00 - 90” rounds  
\$12.00 – 110”rounds  
\$14.00 - 120” rounds  
\$18.00 - 90 x 136 rectangles  
\$18.00 – 90 x 152 rectangles  
Table skirts- \$12.00/skirt

**The Center Supervisor must be advised at least one week prior to the event if linens are needed.**

**VII. BUILDING CAPACITY:**

**Each room has a fire rating capacity and the lessee must adhere to this number. The capacities may be found on the rate sheet (page 6 of this document).**

**VIII. CATERERS LICENSE:**

Caterers are required to possess a City of North Augusta business license prior to doing work in North Augusta.

City of North Augusta Business License may be obtained in the Finance Department located in the Municipal Center at 100 Georgia Avenue.

**IX. EQUIPMENT RENTAL:**

The following equipment is available for rental:

Piano	\$75.00	
TV and VCR	\$20.00	
Projection Screen	\$15.00	
Overhead Projector	\$15.00	
Microphone/PA:	\$20.00	(Lectern, table top podium, or stand)
Wireless Microphone	\$25.00	
Decorative Iron Easel	\$10.00	
Flip Chart/Markers	\$15.00	
220 volt adapter	\$20.00	
Slide projector	\$20.00	

**RENTAL FEE SCHEDULE**

<u>ROOMS</u>	<u>CAPACITY</u>	<u>RENTAL FEE</u>	<u>KITCHEN</u> <u>AVAILABLE</u>	<u>FEE w/Kitchen</u>
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Mtg.A1&A2	25	\$40.00 (4 hour time frame)	No	\$-----
Mtg.B1&B2	25	\$40.00 (4hr.time frame)	No	\$-----
Mtg.C1	25	\$40.00 (4hr.time frame)	No	\$-----
Mtg.C1&C2	50	\$75.00 (4hr.time frame)	No	\$-----
Ban.B1	50	\$100.00 (4hr.time frame)	No	\$-----
Ban.B2	50	\$100.00 (8hr.time frame)	Yes	\$225.00
Ban.B1&B2	100	\$200.00 (8hr.time frame)	Yes	\$300.00(8hr)
Ban. A1	200	\$500.00 (8hr.time frame; Monday - Friday)	No	\$500.00(8hr)
Ban. A2	200	\$500.00 (8hr time frame; Monday – Friday only)	Yes	\$600.00(8hr)
Ban. A1&A2	500	\$1000.00 (8hr time frame; Monday –Thursday)	Yes	\$1000.00 (8hr)
		\$1300.00 (10 hour time frame; Friday – Sunday)	Yes	\$1300.00(10hr)
Entire Center	800	\$2,000.00 (12hr. time frame)	Yes	\$2,000.00(12hr)

- Saturday and Sunday rentals require the rental of Banquet Room A1 and A2.
- Room Capacity may vary depending on the type of set up required.
- The time frames are to include all decorating /preparations before the event and clean up after the event.
- The rental fees for Banquet rooms A1&A2 are based on an 8-hour timeframe and may be rented with kitchen for 16 hours. Lessee will be charged for excess time occupied beyond contracted time. Additional rental hours must be requested two weeks prior to scheduled event.
- The rental fees for Meeting rooms A, B, and C are based on a 4-hour time frame. The lessee will be charged for any excess time at a pro-rated fee.
- Additional hours for the large banquet room can be purchased at \$150.00 per hour.

### **KITCHEN USE GUIDELINES**

1. The caterer shall leave the kitchen in a clean, orderly, and acceptable condition.
2. Flatware glassware and china must be washed and dried after use.
3. All dishes, silverware, pitchers, etc., shall be returned to their storage area.
4. Dishwasher basket must be emptied, water drained and shut down.
5. Check stovetop and ovens; convection oven; deep fat fryer and warming cabinet to make sure they are turned off.
6. Wipe down all counter surfaces and table tops
7. Sweep floors
8. All garbage must be taken outside to the dumpsite before the caterer leaves the facility.
9. Proper operating procedures for the kitchen equipment must be followed.
10. Any questions about equipment or problems should be addressed to the on-duty Center Representative.
11. The exhaust fan must be used while using ovens, fryers, and gas range,
12. An inventory list will be checked at the end of the event to account for all kitchen items used.
13. Linens may be rented from the Community Center for a fee.
14. Tables and chairs are not to be moved into the kitchen from meeting and banquet rooms.
15. . NO SMOKING IN THE KITCHEN.