

**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 04-2021)**

**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 Rentals:**

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

The Municipal Center is available for rent on City of **North Augusta observed Holidays. The holiday rate is \$3,500.** Observed holidays are: New Year's Day, Martin L. King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, day after Thanksgiving, and New Year's Eve.

**No reservations will be made on Thanksgiving,  
Christmas Eve or Christmas Day**

**II. RENTAL FEES:**

**The rental fee is due in full and payable within 14 days of event in order to guarantee the desired room(s) and date(s). Reservations are not guaranteed until payment has been received.**

A **\$500 Booking Fee** is required at the time of booking to reserve the date the Renter is wanting. The Booking Fee is a **NONREFUNDABLE** fee.

**Cancellation and refund policy is 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 is **\$500.00** payable at least 2 weeks prior to the event. Should damages greater than **\$500.00** occur; the lessee will pay for all costs for the damages incurred.

Meeting rooms: A damage fee equal to the room rental fee is due 2 weeks prior to the event. The damage fee is refunded if the room is left in an acceptable condition; trash and decorations removed; no property damage or facility equipment and rental time frame is observed.

Checks are made payable to: **City of North Augusta**

### **IV SECURITY:**

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

**A public safety officer's presence is required for all events serving alcohol (beer, wine, liquor) 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.**

**NO Alcohol can be served at events for teenagers.**

Payment for Public Safety Officers must be made 2 weeks prior to event. Public Safety money is to be given to Center Representative, who will make the arrangements for officers.

**Hourly rate: \$45/hour with a minimum of 3 hours**

Minimum # of Officers: 1 officer

### **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 damages to the facility, equipment or furnishings while under contracted 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. The Lessee will find the

premises to be in a clean, safe condition and hereby agree to leave the premises and surrounding areas in a clean, safe condition.

4. **No substances containing red dye** may be used, as it stains the carpet Permanently. (Punch, sauces, icing)
5. **No types of chemicals, paints, toxic materials, tape, glue, nails, tacks, staples** are to be used on tables, walls, floors or doors at the Community Center (inside or outside) including table skirting with self adhesive.
6. **NO Sparklers**, rice, paper confetti, Mylar cutouts/confetti, glitter, feather boas, birdseed or hay may be used. The release of birds, butterflies and balloons is prohibited. Fake flowers petals, confetti poppers or any other littering materials are strictly prohibited. **The client's security /damaged deposit will not be refunded for use of prohibited items.**
7. 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.
8. **Alcohol:** For functions involving the **sale of alcohol**, the lessee is required to purchase a temporary liquor permit.  
Permits are be issued from the SC Department of Revenue.  
**CONTACT:** SC Department of Revenue  
A B L Division  
PO Box 125  
Columbia, SC 29214
9. Ticketed events being held at the Community Center must be pre-sales. No tickets sales or money collected at the door.
10. Vehicles are not to be driven on the sidewalk for unloading.
11. Decorations may not be used in or around the fireplace in the lobby area.  
A Center Representative is required to light the fireplace.
12. 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.
13. All decorations and trash (dumpster is available at the rear of the building) must be removed from the Center immediately following the event.
14. **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 **12:00am**. **All events scheduled until 12am must end their event at 11pm** (lights on, music off, bar closed) allowing the last hour for cleanup, removal of all decorations and equipment.

15. Telephone: The telephone in the office is for office or emergency use only.
16. According to the **Clean Indoor Act of 1990**, there will be no smoking in the Community Center.
17. **NO EXOTIC (male or female) DANCERS.** (Violation of City Ordinance Code: Article VII, Sec. 16-160, Sec. 16-164, 16-165)
18. **NO CONCEALABLE WEAPONS ARE ALLOWED**  
(Sect 16-23-420, SC State Law)
19. **All parties with attendees and /or honorees 12 years of age and up are required to hire a Public Safety Officer.** **NO Alcohol** can be served at teenager parties. 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)
20. 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.
21. No Motorized vehicles or trailered items allowed in the building (golf carts, ATV, boats, motorcycles, grills)
22. Center fixtures may not be removed from their location. (includes doors, furniture, lamps, etc)

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

**VI. BUILDING CAPACITY:**

**Each room has a fire rating capacity and the lessee must adhere to this number. Room 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 facilities.**

**City of North Augusta Business License may be obtained in the Finance Department located in the Municipal Center at 100 Georgia Avenue or contact the business clerk at 803-441 4214**

- **Sunday rentals require the rental of the Large Banquet Room.**
- **Room Capacity may vary depending on the type of set up required.**
- **The rental time frame is to include all decorating /preparations before the event and after the event for clean-up.**
- **The rental fees for the Large Banquet rooms are based on a 10 hour time frame. Lessee will be charged for excess time in the rental space beyond the contracted time and or may result in loss of their damage deposit.**
- **Additional rental hours must be requested two weeks prior to scheduled event.**
- **The rental fees for the Small and Medium Rooms are based on a 4 or 8 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 \$170.00 per hour.**

## **KITCHEN USE GUIDELINES**

- 1. The caterer/lessee will leave the kitchen in a clean, orderly, and acceptable condition.**
- 2. Dishwasher basket must be emptied, water drained and shut down.**
- 3. Check stovetop and ovens; convection oven and warming cabinet to make sure they are turned off.**
- 4. Wipe down all counter surfaces and table tops.**
- 5. Sinks must be rinsed out and clear of all food debris.**
- 5. Sweep and damp mop floors.**
- 6. All garbage cans including kitchen and ballroom must be taken outside to the dumpsite before the lessee/caterer leaves the facility.**
- 7. Proper operating procedures for the kitchen equipment must be followed.**
- 8. Any questions about equipment or problems should be addressed to the on-duty Center Representative.**
- 9. The exhaust fan must be used while using ovens and gas range.**
- 10. An inventory list will be checked at the end of the event to account for all kitchen items used.**
- 11. Tables and chairs are not to be moved into the kitchen from meeting and banquet rooms.**
- 12. NO SMOKING IN THE KITCHEN.**