

**F NORTH AUGUSTA
MUNICIPAL CENTER
RENTAL POLICIES
PO BOX 6400
100 GEORGIA AVENUE
NORTH AUGUSTA, SC 29841
PHONE: 803-441-4350 dboyd@northaugusta.net**

**POLICIES AND RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
THE CITY OF NORTH AUGUSTA RESERVES THE RIGHT TO REFUSE
RENTAL OF THE MUNICIPAL CENTER. (Revised 10-2021)**

I. RESERVATIONS:

Reservations for use of the Municipal Center is 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 Municipal Center on Saturdays and Sundays will be the Palmetto Terrace. Other rooms may be rented only during the time frame that The Palmetto Terrace is rented.

The Municipal Center is available for rent on City of **North Augusta observed Holidays. The holiday rate is \$4,500.** 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 (\$3500) 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.

Cancellations 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:

Palmetto Terrace: Damage Deposit for the Palmetto Terrace is **\$500.00** payable at least 2 weeks prior to the event. Should damages greater than **\$500.00** occur; the lessee will pay for costs for all damages incurred.

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 Municipal Center and agrees to replace in full, any damages to the facility while being rented. (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, for any items left unattended, misplaced, or unclaimed during or after the lessees' rental period.

4. 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.
5. **No substances containing red dye** may be used, as it stains the carpet Permanently. (Punch, sauces, icing)
6. No types of chemicals, paints, toxic materials, **tape or glue** are to be used on tables, walls, floors or doors at the Municipal Center (inside or outside) including table skirting with self adhesive. No pictures, posters, banners can be hung on walls or banisters. Fabric and string lights cannot be draped from light fixtures, columns or walls. Nails or tacks of any kind cannot be used on any surface.
7. **NO** rice, paper confetti, Mylar cutouts/confetti, glitter, **sparklers**, feather boas, birdseed or hay may be used. The release of birds, butterflies and balloons is prohibited. Real or fake flowers petals, confetti poppers or any other littering materials are strictly prohibited. **The rental client's security/damage deposit will not be refunded for use of prohibited items.**
8. Lobby furniture and accessories (flower arrangements, lamps, chairs, etc) may not be removed or relocated to a meeting or banquet room.
9. **Alcohol:** For functions involving the **sale of alcohol**, the lessee is required to purchase a temporary liquor permit.
Permits are issued from the SC Department of Revenue.
CONTACT: SC Department of Revenue
A B L Division
PO Box 125
Columbia, SC 29214
10. No alcohol can be served Monday – Friday before 5pm.
11. For groups renting the Municipal Center, all money must be collected in advance, **no tickets sales** at the door on the evening of the event.
12. Vehicles are not to be driven on the sidewalks for unloading.
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 Municipal Center after the balloons are inflated.
14. All decorations and trash (dumpster is available in the left-hand corner of the parking lot) must be removed from the Center immediately following the event. Damaged deposit will not be refunded if any debris remains after 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 Municipal Center must be cleaned and locked no later than **12:00am**. **All events schedule 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.
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 Municipal Center including the outdoor terraces. . The Municipal Center is a smoke free Campus. (City Ordinance2008-10)
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. NO alcohol can be served at teenager parties.** The Municipal 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 trailered items are allowed in the building (golf carts, ATV's, boats, motorcycles, grills)
23. Center fixtures may not be removed/moved from their location. (includes, doors, furniture, lamps, etc)
24. **Upholstered Banquet chairs are not allowed outside for ceremonies.**
Folding chairs from an outside rental company is the rental client's responsibility.
25. Wrought iron furniture on the terraces cannot be moved or used inside the Ballroom or Atrium area.

The lessee is responsible for compliance of rules and regulations by all vendors and guest attending their function to follow these rules.

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 the City North Augusta. Business Licenses may be obtained in the Finance Department located in the Municipal Building at 100 Georgia Avenue or contact the Business Clerk at (803) 441 4214

IX. EQUIPMENT RENTAL:

The following equipment is available for rental:
Projector, Screen and podium and mic: \$100.00

Saturday and Sunday rental require the rental of the Palmetto Terrace.

*Additional hours on a non-holiday for the Palmetto Terrace Ballroom can be purchased at \$350.00 per hour.

The time frames are to include all decorating /preparation before the event and clean-up after the event.

Lessee will be charged for excess time beyond their contracted rental and may result in the loss of the lessee's damage deposit.

Room Capacity may vary depending on the type of set up required.

Room capacity may change according to COVID 19 health and safety guidelines set forth by City and/or State guidelines.

KITCHEN USE GUIDELINES

- 1. The caterer 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 and emptied of food beverage has been removed and turned off.**
- 4. Wipe down all counter surfaces and table tops.**
- 5. Sweep and mop kitchen floors**
- 6. All garbage must be taken outside to the dumpsite before the 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 range.**
- 10. An inventory list will be checked at the end of the event to account for all kitchen items used.**
- 11. Linens may be rented from the Municipal Center for a nominal rental fee.**
- 12. Tables and chairs are not to be moved into the kitchen from meeting and/or banquet rooms.**
- 13. NO SMOKING IN THE KITCHEN.**