

**NORTH AUGUSTA MUNICIPAL CENTER
RENTAL POLICIES
PO BOX 6400
100 GEORGIA AVENUE
NORTH AUGUSTA, SC 29841
PHONE: 803-441-4350 FAX: 803-441-4292**

**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 02-2009)**

I. RESERVATIONS:

Reservations for use of the Municipal Center shall 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 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 rental of the Municipal Center on City of North Augusta Observed Holidays is available only if the entire center is rented (**\$2,500**). Those holidays are: New Years Day, Good Friday, Memorial Day, July 4th, the day following Thanksgiving, and Christmas Eve.

Thanksgiving or Christmas Day holiday rental rates are **\$3500**.

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 7 days, 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: Damage Deposit on banquet room 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: **The City North Augusta**

IV 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 Municipal 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, 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 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 cannot be draped from light fixtures, columns, or walls. Nails or tacks of any kind cannot be used on any surface.
7. For all weddings, receptions and parties: no rice, **confetti, glitter, sparklers 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 room.
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. No Glass beverage containers. No alcohol can be served Monday – Friday before 5pm.
11. 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.
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.
16. All decorations and trash (dumpster is available at the left-hand corner of the parking lot) must be removed from the Center immediately following the event.
17. **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 **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.
18. Telephone: The telephone in the office is for office or emergency use only.
19. 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)

20. **NO EXOTIC (male or female) DANCERS.** (Violation of City Ordinance Code: Article VII, Sec. 16-160, Sec. 16-164, 16-165)

21. **NO CONCEALABLE WEAPONS ARE ALLOWED**
(Sect 16-23-420, SC State Law)

22. **All parties with attendees and /or honoree 12 years of age and up are required to hire a Public Safety Officer.** 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)

23. 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.

24. No motorized vehicles or trailer-ed items allowed in the building (golf carts, ATV's, boats, motorcycles, grills)

25. Center fixtures may not be removed/moved from their location. (includes, doors, furniture, lamps, etc)

26. **Upholstered Banquet chairs are not allowed outside for ceremonies. Folding chairs from an outside Rental Company is the rental client's responsibility.**

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

VI. LINENS:

Fees for Linens: Tablecloths \$12.00	90 "round
\$12.00	110" rounds (floor length 48" round)
\$14.00	120" round (floor length 60" round)
\$18.00	90" x 132 (floor length on 6' rect.)
\$18.00	90" x 156" (floor length on 8' rect.)

. Table skirts \$12.00/skirt
Specialty sizes and colors also available

The Center Supervisor must be advised no later than 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 Building at 100 Georgia Avenue.

IX. EQUIPMENT RENTAL:

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

Municipal Center Rental Rates

Room	Sq footage	Capacity	Kitchen	Hours	Rate
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Weekdays Mon-Fri 8a-5p					
Palmetto Terrace Ballroom	3,878	400 theater 300 banquet	yes	6 hours	\$600.00
Terraces			no yes	3 hours 6 hours	\$200. \$500.
Council Chamber	2433	150 theater	o	6 hours	\$400.
Council Chamber Gallery		75 theater	Prep kitchen 4 th floor kit	6 hours	\$150. \$250.
Palmetto Training Room			Prep kitchen	6 hours	\$150.
3 rd floor conference room		20 conference	no	6 hours	\$100.
Evenings and Weekends					
Palmetto Terrace Ballroom	3,878	400 theater 300 banquet	yes	5 hours Monday -Thur 10 hours Friday-Sat.	900. 2,000.
Council Chamber	2433	150 theater	no	10	500.00
Council Chamber Gallery	x	75 theater	Prep kitchen only	10	\$250.
Palmetto Training Room			Prep kitchen only	6	150.00
3 rd floor conference room			no	6	100.00
3 rd and 4 th floor rental in it's entirety			yes		\$2,500.

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

***Additional hours for the large banquet room can be purchased at \$250.00 per hour.**

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

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

KITCHEN USE GUIDELINES

- 1. The caterer shall leave the kitchen in a clean, orderly, and acceptable condition.**
- 2. Flatware glassware and china must be sanitized in the commercial dishwasher 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; and warming cabinet to make sure they are turned off.**
- 6. Wipe down all counter surfaces and table tops.**
- 7. Sweep and mop kitchen 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 and 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 Municipal 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.**