



OCONEE COUNTY CIVIC CENTER

RENTAL AGREEMENT

Name of Renting Organization/Individual: _____

Space Requested: _____

Type of Function: _____

Date Requested: _____ Expected Attendance: _____

Start Time: _____ End Time: _____

Contact Person: _____

Phone Number: _____ Email: _____

Address: _____

After Event, deposit shall be mailed to: _____

Renter Signature: _____ Date: _____

OFFICE USE ONLY:

Deposit \$500:

Deposit Date Paid: _____ Check or Card: _____ Payment ID: _____

Deposit Refunded: _____ Date Issued: _____

Deposit Refund Recommendation: Yes or No Cleaning/Damage Fee: _____

Rental Payments:

Rental Fee Total: _____ Add On Fees: _____ Total Due: _____ Due Date: _____

Date: _____ Amount: _____ Check or CC: _____ Transaction: _____ Balance: _____

Date: _____ Amount: _____ Check or CC: _____ Transaction: _____ Balance: _____

Date: _____ Amount: _____ Check or CC: _____ Transaction: _____ Balance: _____

Permit #: _____



OCONEE COUNTY CIVIC CENTER

RENTAL CONTRACT

Name of Renting Organization/Individual: _____

Set Up Date: _____ Time: _____

Event Date: _____ Start Time: _____ End Time: _____

Break Down Date: _____ Time: _____

Post event info on marquee or lobby digital display. ☐ Yes ☐ No

The Magnolia Room (6300 sq ft)		The Oconee Theater**	
The Shoals Room (4000 sq ft)		Dressing Room A (Theater Only)	
The Oak Room (2300 sq ft)		Dressing Room B (Theater Only)	
Kitchen		Additional Hours _____	
Cleaning Fee		Venue Total:	

*Out of County (non-residents) receive a 25% surcharge.

** Production Questionnaire must be completed and returned 30 days prior to event load in.

Event Vendors	Contact Name & Phone Number	Arrival Time & Needs
Audio Engineer		
Bartender*		
Caterer		
Florist/Décor		
Lighting Engineer		
Music (Band or DJ)		
Photography		
Videography		
Other		

*If alcohol will be served, alcohol agreement will be included in renter paperwork.

Equipment Needed	Qty.	Fee	Total Due
Number of Chairs		Included	
Number of Round Tables (4ft or 8ft)		Included	
Number of Rectangle Tables (6ft or 8ft)		Included	
Number of Round Linens (W or B)		\$10 per linen	
Number of Long Linens (W or B)		\$10 per linen	
Number of Table Skirts (W or B)		\$10 per linen	
Stage (4 – 8' x 4' panels)		\$300	
Podium		\$25	
A/V Projector (Banquet rooms)		Included	
Theater Marley Floor (Theater only)		\$200	
Total Equipment Fees:			

Additional Staffing	Qty	Fee	Total Due
Sound Technicians (minimum of 4 hours)		\$30 per hour, per tech	
Lighting Technicians (minimum of 4 hours)		\$30 per hour, per tech	
Security (minimum of 3 hours; must be onsite during the entire event if alcohol served)		\$60 per hour, per deputy	
Total Additional Staffing Fees:			

Total of Venue, Equipment, and Additional Staffing Due: _____

Rental fees shall be paid in full a minimum of ten (10) days (_____ Due Date) before the event. Event shall be cancelled if balance is not paid and Deposit shall be forfeited.

Renter Signature: _____ Date: _____

Staff Signature: _____ Date: _____



OCONEE COUNTY CIVIC CENTER

RULES, POLICIES, AND CONDITIONS FOR USE

TERMS OF AGREEMENT:

1. The person signing the Rental Agreement form accepts the role of Renter and all responsibilities thereof as outlined on this form. Failure to comply with the rules can result in the loss of your total security deposit.
2. Rental Request Timeline:
 - Rentals for the banquet rooms and non-theater productions may be booked six (6) months in advance.
 - Oconee County BOC and Oconee County Schools may request one (1) year in advance.
 - Annual events, Theater Residency, and Weddings may request one (1) year in advance.
3. The Renter shall be responsible for the payment of a Deposit of \$500 upon the booking of the event. The event date will not be held without this deposit and a fully executed rental agreement.

The deposit of \$500 will be held until the week after the event takes place. The deposit is returned upon facility being left in appropriate condition per cleaning/damage check performed by the Oconee County Civic Center Director.

In the event of facility, equipment, or property damage, all fees and expenses, exceeding the damage deposit incurred by OCCC, shall be billed, at actual cost plus 20% (for lost revenue) to Renter. The Oconee County Civic Center (OCCC) reserves the right to cancel any events as deemed necessary.

Any breach of this agreement by Renter, shall forfeit the Deposit.

4. Rental fees shall be paid in full a minimum of ten (10) days before the event. Event shall be cancelled if balance is not paid event and Deposit shall be forfeited.
5. Cancellation within 30 days or less of an event by Renter will result in loss of deposit.

6. The rental time span includes set up and clean-up. Rental time period begins when the rented space is unlocked for Renter and ends when it is cleaned to the satisfaction of the OCCC Management.
7. Following an event, Renter shall be responsible for leaving the facility clean and orderly. This includes all trash and debris placed in trash cans; no damage to walls, floors, tables, or chairs; all renter decorations removed; if kitchen used (or theater refrigerator), area must be wiped down.
8. All decorations, flowers, equipment and other items must be removed immediately after the event. Nothing may be stored in the building before or after the event. If it becomes necessary for OCCC staff to do extensive cleaning after the event, there will be a corresponding deduction from the deposit as determined at the sole discretion of the OCCC Management.
9. Damages, stains and spills noticed BEFORE Renter begins the event should be reported to the OCCC Management immediately. Failure to do so may result in assumed Renter 'at fault' and there shall be a corresponding deduction from the deposit as determined at the sole discretion of the OCCC Management.
10. When the building is to be used by organizations or groups with members under 18 years of age, application for use must be made by an adult AND adult supervision shall be present throughout the event. Children shall be with an adult at all times and any type of "horse play" is not permitted.
11. Any damage to the Oconee County Civic Center, the Oconee County High School, or to any of the surrounding area that is deemed a consequence of the event held at OCCC shall be the responsibility of the Renter. This shall include any damages incurred by any individual attending said event. Additional charges may be billed to the Renter for damages if assessed by the OCCC Management.
12. All activities conducted in the Oconee County facilities shall be in compliance with all local, state, and federal laws.
13. Oconee County Civic Center personnel will be present in the building during events and shall have access to all areas of the building at all times. There will be one staff member, or more as management deems necessary, per 100 guests.

14. Limited quantities of tables, chairs, and other OCCC items will be set up by OCCC personnel. Written instructions are due to OCCC Management no less than ten (10) days prior to event. Changes to set up must be made no less than 48 hours prior to event. Charges will occur for changes or additions to set up made the day of event.
15. Decorations must be approved by OCCC Management. Taping, gluing, tacking, or stapling of any materials is not permitted. Glitter and confetti are prohibited. No open flames permitted.
16. Only authorized personnel are allowed to operate sound, lighting, rigging, audio-visual, and stage equipment. Authorization can only be granted by OCCC Management and is given on an event-by-event basis. Theatre: Standard lighting illuminating the entire stage is included in the rental. Onstage drapery is provided in place. Masking can only be moved if requested in advance. Drops and scenery can only be hung and removed by OCCC staff. Request that require specialized OCCC staff or theatrical technicians to be on site for the event, will incur additional charges and be the responsibility of the Renter.
17. Dipping, chewing, or spitting of any tobacco product is prohibited in the Oconee County Civic Center and surrounding area. Smoking and/or vaping is prohibited inside the Facility.
18. Food and Beverages are permitted in the lobby, banquet rooms, and in dressing rooms.
19. Caterers shall have a Georgia business license, be fully insured, and shall comply with all applicable local and state laws. Only execution preparation is allowed. Caterers must sign and adhere to all instructions. Any damage done to OCCC that is determined to be due to Caterer will be the responsibility of the Renter.
20. Open flames are not allowed anywhere in the OCCC. All vendors must comply. The only exception is for catering burners.
21. Ticket Sales, Concessions, or other items are the responsibility of the Renter. A detailed list of pricing must be provided to OCCC Management ahead of the event.
22. The OCCC will only advertise or promote paid events held in the facility on the OCCC website, social media and marquis. Additionally, no signage or banners may be posted in or on OCCC or OCS property.

23. Security personnel may be required at certain events and shall be required at any event where alcohol is served. The necessity of security shall be determined by OCCC Management in its sole discretion and all fees shall be paid by Renter.

24. Alcoholic beverages shall only be allowed by special permit.

At no time can any transaction involving money/any type of script and any alcohol beverage take place on OCCC or OCS property. It is strictly prohibited for any alcohol to be served or furnished to or by any persons under the age of 21 years of age. The serving of alcohol shall cease one hour prior to end of event. Absolutely no alcohol "shots" will be served on OCCC premises.

A State of Georgia Licensed Bartender must serve all alcohol. OCCC Management requires a copy of the license and a copy of the State or Federal identification of Bartender for the event file.

Events serving alcohol are required to have an Oconee County Sheriff Deputy on site. One deputy, per 100 attendees. All fees for the OCSO Deputy are the responsibility of the Renter.

25. The OCCC Management shall not be responsible for any lost or stolen items. The Renter or any attendees shall have no recourse or cause of action to be compensated if anything is left in or on the grounds of the Facility.

26. The Renter shall ensure an attendee count shall be kept at all times and that the stated capacity of any space in the facility shall not be exceeded at any time.

27. The Facility shall only be used for the purpose stated in the Rental Agreement. Any illegal activity found to be occurring shall result in immediate cessation of the event, loss of deposit, and notification of law enforcement personnel. The OCCC Management reserves the right to cause a cessation of any event at any time and the Renter shall have no cause to request a refund of any monies paid.

28. All rentals shall end by 11 p.m. and the building shall empty of all persons, Renter equipment, decorations, etc. by 12:00 midnight. Events shall begin no earlier than 8 a.m.

29. Any accidents must be reported to and documented by OCCC Management.

30. Renter agrees to hold Oconee County Civic Center Management, Oconee County Board of Commissioners, Departments, Elected Officials, and personnel harmless against any claim or lawsuit resulting from usage of this facility.

31. Renter acknowledges that there will be no discrimination in the use of the facility regarding but not limited to race, sexual orientation, gender, religion, or national origin.

32. Renter acknowledges that use of the facility is subject to all Oconee County, State of Georgia, and Federal laws and regulations.

Renter Signature: _____ Date: _____

Staff Signature: _____ Date: _____



OCONEE COUNTY CIVIC CENTER

KITCHEN RULES AND CONDITIONS FOR USE

TERMS OF AGREEMENT:

1. The person signing the form accepts the role of Renter and all responsibilities thereof as outlined on this form. Failure to comply with the rules can result in the loss of your total deposit.
2. Kitchen is equipped with commercial refrigerator, freezer, prep tables, warming stations, & ice machine.
3. Caterers must sign and adhere to all instructions.
4. Any damage done to OCCC that is determined to be due to Caterer will be the responsibility of the Renter.
5. Open flames are not allowed anywhere in the OCCC. All vendors must comply. The only exception is for catering burners.
6. Upon arrival on **the day of your event**, please check in with OCCC Management prior to kitchen entry.
7. The kitchen must be left in satisfactory conditions when your event is complete for your deposit to be refunded.
8. We ask that you do NOT use white handwashing sink for washing any food dishes; ONLY use the metal industrial sink.

To leave the facility in good condition, please complete the following:

- All trash shall be placed into trash cans
- All food and drinks shall be removed from kitchen and placed in trash
- All spills should be properly cleaned up
- Rinse out all sinks when finished using (ensure no food is left in drains)

Notify on-site staff if:

- Your event requires additional trash bags or paper towels
- You need to recycle cardboard boxes/dispose of any large trash items
- There are any spills that you may need assistance with properly cleaning up
- You notice any appliances that do not appear to be working properly during your rental

Renter/Cater Signature: _____ Date: _____

Staff Signature: _____ Date: _____



OCONEE COUNTY CIVIC CENTER

ALCOHOL POLICY AND AGREEMENT

TERMS OF AGREEMENT:

Users of the Oconee County Civic Center are allowed to responsibly serve alcoholic beverages at their events, pending strict adherence to the following policies:

1. All alcohol is required to be served by a licensed bartender. Bartending license and valid photo ID is to be provided to OCCC Management two weeks prior to the event.
2. Alcoholic beverages shall not be consumed by anyone serving alcoholic beverages.
3. An age verification process should be in place prior to event date to ensure no underage drinking.
4. Any event with an underage guest of honor will NOT be allowed to serve alcohol.
5. Overconsumption should be monitored closely by both the renter and the bartender throughout the duration of the event. Alcoholic beverages shall not be knowingly served to anyone intoxicated.
6. Absolutely NO "shots" may be served.
7. Security Personnel provided by the Oconee County Sheriff's Office are to be on site for the duration that alcohol is being served.
8. Guests who become intoxicated or unruly shall be cut off and sent home immediately to avoid early termination of the event.
9. All spills or damages shall be reported to OCCC Staff immediately.
10. The renter assumes all liability for any alcohol-related incidents that occur.
11. Safe transportation shall be ensured for all attendees by the renter.
12. OCCC Management may terminate the serving of any alcoholic beverages at their discretion.
13. The service of any alcoholic beverages in this facility is subject to all Oconee County, State of Georgia and Federal Laws.

I hereby acknowledge by my signature that I have read, understand, and agree to the policies and procedures. I understand I am responsible for the management of event attendees, and the event may be cancelled or stopped at any time by OCCC Management. I agree to ensure that this event is held in strict conformation with all applicable County, State and Federal Laws.

Renter Name: _____ Time Serving: _____

Event: _____ Event Date: _____

Renter Signature: _____ Date: _____

OCCC Management Signature: _____ Date: _____