

GEORGIA—CAROLINA COUNCIL NATURE AND ADVENTURE CENTER
RENTAL CONTRACT

Date of Event: _____ Room(s) Being Reserved: _____ Rental Time: _____ to _____

Type of Event: _____ Event Start Time: _____

Renter: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

(TO MAIL DAMAGE DEPOSIT REFUND CHECK)

Cell #: _____ Add'l Point of Contact: _____ Cell #: _____

Number of People to Attend: _____ Is alcohol to be served? _____ Yes _____ No

Rental Fee*: _____ (Rooms A-B-C \$800; Rooms A-B \$700; Room A \$550; Room B \$600; Room C \$400)

*Note: Use of Kitchen included in Rental Fee. (Credit Card Payment has 3.5% Processing Fee. Payment by check is preferred)

*\$100/hr. additional for additional time outside of 6 hours

Damage Deposit: \$150 (Refundable – 10 to 14 working days after event)

Additional Fees: _____ (List any additional fees: _____) Damage deposit paid: _____

Total Due: _____ Total Paid Today: _____ Balance Due: _____

Renter has inspected the premises and accepts the use of the premises "as is". Renter agrees to indemnify and hold harmless Georgia-Carolina Nature and Adventure Center (GCNAC) from any claims of any kind, including but not limited to: attorney's fees arising from the use or occupation of the premises by Renter, Renter's guests, invitees, agents, employees or any independent contractors working for the benefit of Renter. Renter further agrees to comply with all applicable ordinances and laws. The premises must be vacated no later than 1:00 AM. Not vacating the premises before 1:00 AM will subject Renter to loss of damage deposit.

The Renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the GCNAC in a clean and safe condition. Failure by the Renter to adhere to this provision, will subject Renter to loss of damage deposit. The Renter also agrees to abide by all rules and regulations that are attached and made a part of the contract. The Renter is responsible for damage or breakage to any portion of the GCNAC and its property.

The Rental Procedures and Policies, Cancellation Policy, Reasons for Loss of Damage Deposit, Rental Fees, House Rules and Caterer & Florist Rules, which are enclosed hereto, are incorporated into this contract and by signing this contract, Renter is agreeing to all stipulations. In the event the GCNAC shall learn that Renter intends to violate said rules, it reserves the right to cancel this contract and return all payments made to the GCNAC to the Renter without further liability.

**** Patrons must be at least 21 years of age to sign rental contract**

**** No event will take place without adult supervision**

**** Person who signs this contract must be present for event unless approved by Staff**

Please initial the following:

_____ I have read and understand Rental Procedures and Policies, Cancellation Policy and Reasons for Loss of Damage Deposit

_____ I have read and understand House Rules (including Alcohol Policy #5 & #6 on House Rules)

_____ I have read and understand Caterer and Florist Rules

_____ I have read, understand and signed GCNAC Pool Contract & GCNAC Pool Rules & Fees (if applicable)

Signature of Renter: _____ Date: _____

FOR OFFICE USE ONLY:

of Deputies Required: _____ Scheduled: Yes _____ Date Scheduled: _____

GEORGIA-CAROLINA NATURE AND ADVENTURE CENTER
RENTAL CONTRACT

RENTAL PROCEDURES AND POLICIES

You are responsible for adhering to all regulations pertaining to the rental of the Georgia-Carolina Nature and Adventure Center. **Please read through the entire package of rental information before signing the Rental Contract.** Failure to do so may result in loss of all or part of your damage deposit.

- A completed and signed Rental Contract and a \$150 damage deposit are required to guarantee rental date.
- **The remaining rental balance and miscellaneous charges are due no later than 30 days prior to event date.**
Failure to pay the balance within the 30 days may result in loss of damage deposit and date requested.
- **If event is less than 30 days away, a \$150 damage deposit, full rental payment and all miscellaneous charges are due upon submission of completed and signed Rental Contract.**
- Damage deposit will be refunded provided that the GCNAC staff is assured that all contract requirements are fulfilled.
- Refund of damage deposit will be issued by check in approximately 10–14 business days after date of event.
- The GCNAC may, at their discretion, cancel or refuse any rental for just cause.
- **Renter is responsible for setup and clean up of tables and chairs.**
- **Set up and clean up time must be included in your rental time.**

CANCELLATION POLICY

- A letter of cancellation must be received before a refund can be processed.
- Damage deposit is refundable 30 days or more prior to function date if event is cancelled.
- Cancellation less than 30 days prior to event will result in loss of damage deposit.
- Change of function date is allowable 30 days or more before function, provided the new date is available.

REASONS FOR LOSS OF DAMAGE DEPOSIT

- Breakage, damage, and/or loss of items from kitchen or facility.
- Early arrival or late departure.
- Violation of rules by Renter or vendors contracted by Renter.
- Destruction of facility or property of the Georgia-Carolina Nature and Adventure Center.
- Facility left unclean ex: take out trash, vacuum when needed, sweep when needed

RENTAL FEES

EVENT RENTAL FEES

BANQUET ROOMS	ROOM OCCUPANCY	6 HOURS
A-B-C Entire Rental Hall	225	\$800.00
A-B Banquet Rooms A & B	175	\$700.00
A Banquet Room A	75	\$550.00
B Banquet Room B	100	\$600.00
C Banquet Room C	50	\$400.00

ADDITIONAL CHARGES

\$100/hr. for additional hours

\$150.00 - refundable damage deposit (due upon booking)

\$40.00/hr. security/deputy (See schedule; 4 hr. minimum; payable date of event— **cash only to deputy**)

(The premises must be vacated no later than 1:00 AM. Not vacating the premises before 1:00 AM will subject Renter to loss of damage deposit.)

OPTIONAL EQUIPMENT RENTAL

Stage (8 sections available—8' x 4' x 6") \$25.00/section

ENTIRE FACILITY RENTAL FEE

\$1600.00 - includes 10-hour rental of banquet rooms A, B & C, kitchen, pool, lifeguard (for up to 25 swimmers), pavilion, playground, tennis courts, basketball court, baseball and soccer fields.

Additional Charges

\$150.00 - refundable damage deposit (due upon booking)

\$40.00/hr. security/deputy (See schedule; 4 hr. minimum; payable date of event)

(The premises must be vacated no later than 1:00 AM. Not vacating the premises before 1:00 AM will subject Renter to loss of damage deposit.)

\$15.00/hr. extra lifeguard (2 hr. minimum) [one additional lifeguard required for each additional 25 swimmers]

PAVILION ONLY RENTAL FEE

\$250.00 for 4 hours

\$150.00 - refundable damage deposit (due upon booking)

\$40.00/hr. security/deputy (See schedule; 4 hr. minimum; payable date of event)

(The premises must be vacated no later than 1:00 AM. Not vacating the premises before 1:00 AM will subject Renter to loss of damage deposit.)

POOL RENTAL FEE (Must complete separate GCNAC Pool Party Contract)

\$225.00/2 hours (2-hour minimum rental), \$75.00/each additional hour

Lifeguards will not be provided.

PARKING SPACES

Paved - 60 (Includes 6 Handicapped)

On Grass - 60

ADDITIONAL INFORMATION

- The damage deposit is refunded by check within 10-14 days after function, provided there is no evidence of damage.
- Meeting rates for daytime business meetings available. Please contact the GCNAC office at 706-733-5277 for information.
- Discounts available for Georgia-Carolina Council Scout members. Please contact the GCNAC office at 706-733-5277 for information.



Columbia County Sheriff's Office Security Detail Policy*

For indoor events serving alcohol:

- Up to 100 people - 1 deputy
- 101-225 people - 2 deputies (GCNAC indoor max is 225)

For outdoor events serving alcohol:

- Up to 100 people - 1 deputy
- 101-300 people - 2 deputies
- 300-600 people - 3 deputies
-

Security Fees:

Deputy will be paid by Renter **IN CASH ONLY** at the end of event. The deputy fee is \$40.00 per hour per deputy with a minimum of four (4) hours payment. Deputy will arrive at start of event and remain through end of rental time (once rental space has been cleaned by Renter and building has been secured and locked). GCNAC staff will schedule deputy.

HOUSE RULES

1. **The Georgia-Carolina Nature and Adventure Center is a Non-Smoking facility.**
2. Rental agreement is between Renter and Georgia-Carolina Nature and Adventure Center.
3. Any contracted person (i.e. DJ, caterer, florist, etc.) is the direct responsibility of the Renter. Renter is responsible for making all contracted persons aware of all the rules and regulation.
4. **Events serving alcohol will require a Columbia County Deputy to be present.**
 - Please refer to the **Columbia County Sheriff's Department Security Detail Policy** included in this folder.
 - Deputy will be paid by Renter at the end of event. The deputy fee is \$40.00 per hour per deputy with a minimum of 4 hours payment. Deputy will arrive at start of event and remain through end of rental time (once rental space has been cleaned by Renter and building has been secured and locked). GCNAC staff will schedule deputy.
5. **Any alcohol on premises must be provided by Renter.**
6. **Events charging admission or selling alcohol will require a One-Day County Alcohol Permit and a State Alcohol License.**
 - For Columbia County application, call (706) 312-7286 or visit www.columbiacountyga.gov
 - For State of Georgia application, call (706) 737-1870 or visit www.dor.ga.gov
7. **Rice, confetti and glitter are prohibited at Georgia-Carolina Nature and Adventure Center. ONLY birdseed may be used outside if thrown away from entrances.**
8. Georgia-Carolina Nature and Adventure Center and its staff will not assume any responsibility for any items left or lost by anyone associated with a event.
9. Renters may arrive at beginning of rental time. Last hour of rental time is normally used for cleanup. Events not ending at agreed upon time will be charged an additional hourly fee. *(The premises must be vacated no later than 1:00 AM. Not vacating the premises before 1:00 AM will subject Renter to loss of damage deposit.)*
10. Georgia-Carolina Nature and Adventure Center reserves the right to deny vendors who violate rules from future events.
11. **Nothing may be adhered to the walls.**
12. **Use of smoke machines, sparklers or any flammable effects is strictly prohibited. EVENT WILL BE IMMEDIATELY STOPPED.**
13. All activities must be confined to room(s) rented.

Violation of any of the above-mentioned rules may result in loss of damage deposit.

**Georgia-Carolina Nature and
Adventure Center
Caterer & Florist Rules**

It is the responsibility of the Renter to make sure that these rules are followed. Failure to do so may result in forfeiture of all or part of the Renter's damage deposit. (Please ensure that your caterer receives a copy of these rules.) Catering needs are the responsibility of the Renter.

The Georgia-Carolina Nature and Adventure Center (GCNAC) is a **NON-SMOKING** facility.

The GCNAC **is in no way liable** for any mishandling of food prepared for a specific function (i.e. food poisoning, etc.). All beverages, food and equipment (i.e. extra tables and chairs, tents, etc.) may be brought in the day of the event during the hours of rental time ONLY unless prior arrangements have been made with the GCNAC office.

1. Caterers/Groups must provide their own detergents, towels and any supplies needed for their duties.
2. Candles must be enclosed in glass. Only dripless candles may be used in a candelabra.
3. Caterers are responsible for collecting returnable items.
4. Trashcans with liners are provided and caterers are responsible for properly bagging trash and carrying to the trash dumpster. **Liners are for trash cans only.**
5. Boxes must be broken down before being placed in the dumpster.
6. Caterers are responsible for maintaining cleanliness in the kitchen. (Mopping, sweeping, wiping and cleaning interior and exterior of ovens plus drip pans on stove and counters.)
7. Caterers/Florists are responsible for arranging removal of all of their food, equipment and rented materials from the premises immediately after the event. Removal must be completed within the rental time.
8. Use of protective materials is required to prevent anything from dripping onto floors or carpets.
9. Any caterer/florist who violates the rules of the GCNAC or engages in improper conduct will not be approved for future events.
10. Florist must leave room clean after setting up arrangements.
11. Outdoor grilling must be done 15 feet from building. No grills or cookers on deck or under the overhang.
12. Dishwasher and basket must be drained on the fifth wash to ensure proper cleaning of the dishes. Basket is to be cleaned out after completion.
13. Caterers/vendors will remain in rented space or kitchen. No loitering in any other area of building will be permitted.
14. Caterers must keep kitchen free of spills or debris on floor areas at all times to maintain a safe working area with clear walkways.

If adequate cleaning is not completed, Renter will lose damage deposit.

Any question or comments regarding these rules may be brought to GCNAC staff.

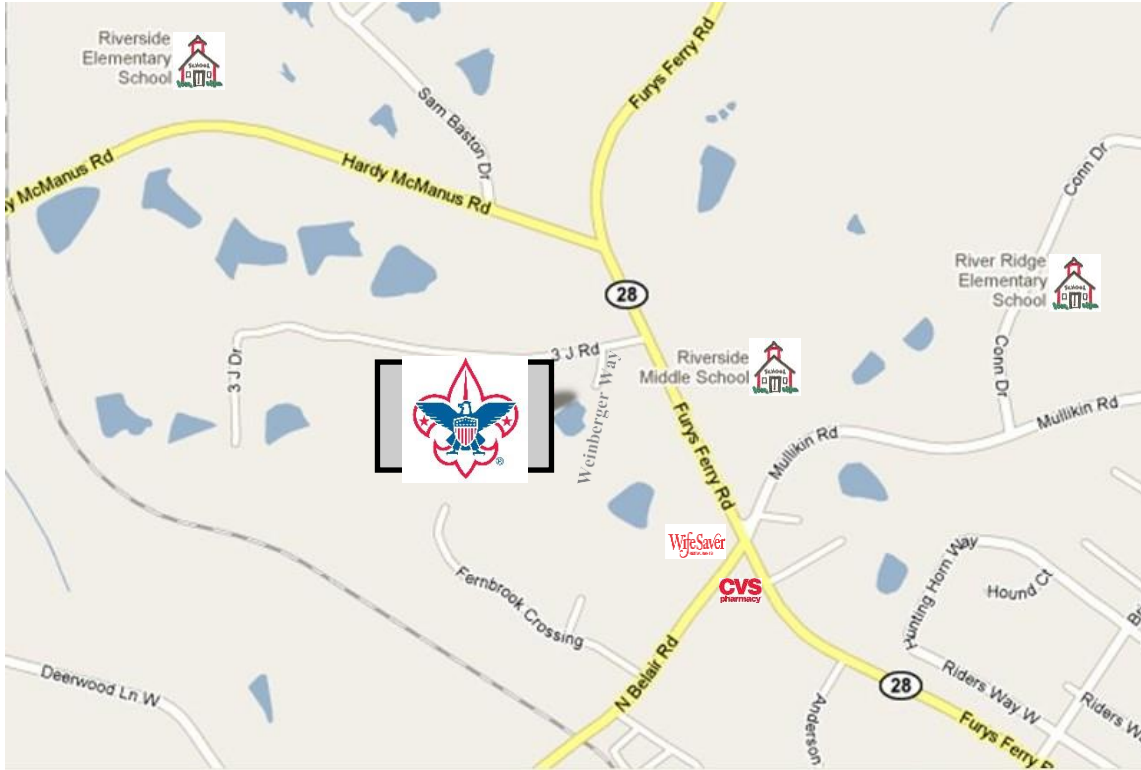
Georgia-Carolina Nature and Adventure
Center (GCNAC)

4316 Three J Rd, Evans, GA 30809

706.733.5277

Email: Rebecca.Stiles@Scouting.org

GCNAC Hours: Mon-Fri 9:00 AM-5:00 PM



Take Fury's Ferry Rd to Three J Rd (it is the only road between N Belair Rd and Hardy McManus Rd). Turn onto Three J. Rd. Make a quick left on- to Weinberger Way which is the entrance to the GCNAC parking lot.



Hall Floor Plan

