

PHS Eagle Station Contract

The City of Patterson
Post Office Box 434
Patterson, GA 31557
(912) 647-5776

THIS CONTRACT is entered into by the undersigned as lessee and the City of Patterson as lessor for the rental of The PHS Eagle Station Auditorium, Warming Kitchen, City Hall Board Room, Eagles Nest, Brick Room, and/or Courtyard.

Rental Rates: (Lessee **MUST** be 21 years of age)

- Security Deposit and Booking \$250 plus ½ rental fee
- Auditorium Only \$500
- Auditorium and Warming Kitchen \$625
- City Hall Board Room \$150
- Eagles Nest (Library) \$200
- Eagles Nest and Warming Kitchen \$325
- Brick Room \$200
- Courtyard (add on to any other rental) \$75
- Business Meetings (8:00 am – 5:00 pm) Call for hourly quotes
- Alcohol Fee \$100 plus police security rates

All rooms are rented “As Is”. Any upgrades to rooms will be based on Advisory Board’s 5-Year Plans.

Deposit will be refunded within 15 days if inspection reveals no damage repairs or clean-up is needed. Those fees will be deducted from the deposit, or if needed, additional charges may be added. **Cancellation: Full refund 30 days prior. Security Deposit only refunded after the 30 day period.**

Guidelines:

- Deposit and ½ rental fee** is due at contract signing.
- Balance is due before access is allowed.
- Set up the day of event unless otherwise noted in contract. Extra Fees may apply.
- Event will not exceed 299 attendants in Auditorium; 150 in Brick Room. Call for other room occupancy numbers.
- NO cooking will be allowed.
- The kitchen and equipment must be left clean or additional charges will be assessed.
- The closing time is midnight. Otherwise additional charges will be required. The City of Patterson’s noise ordinance will apply to all events.

- H. NO rice, birdseed, etc. allowed in building.
- I. NO decorations or other items may be attached to walls or other parts of the building.
- J. ALL decorations must be removed at close of event.
- K. ALL trash must be emptied into outside receptacles.
- L. The City of Patterson will NOT be responsible for any items left behind.
- M. If any unlawful or unsafe activities occur on the premises, Lessor will close the event immediately with NO refund to Lessee.
- N. Lessee assumes full responsibility for the conduct of guests, members, and vendors brought upon property during your event.
- O. There is a \$30 charge for returned checks.
- P. Lessee is allowed to use tables and chairs **inside the building**, but must be responsible for securing items as instructed by Lessor. **Set up/ Break down fees are extra**, based on specific set up plans and staff availability.
- Q. The serving of beer, wine, and/or champagne will ONLY be allowed inside the building and in the courtyard. All federal, state, and city laws regarding alcohol will be enforced. NO distilled spirits will be allowed. Lessee must contact the **Patterson Police Chief** before the event to engage the service of an off duty police officer to be on site during the event. The officer will be allowed access anywhere inside or outside the premises. The Lessee will cover the cost of the officer at a rate of \$25 per hour, opening to closing of the event.
- R. Lessee agrees to assume complete and sole responsibility and liability for any and all injury or damage to property, real or personal, during the term of this contract.
- S. Members of the Eagle Station Advisory Board may be allowed access anywhere inside or outside the premises during the event to assure all items are in proper working order.

Special Notations: (Both parties agree and initial on each item.)

Event Details

Date of Event: _____

What type event: _____

Time of event: Starting _____ Ending _____

Time before event to set up: _____

By signing below, the undersigned acknowledges that he/she has read this entire contract and understands the provisions herein.

Name of Organization (if applicable): _____

Print Name of Lessee: **(MUST be 21 years of age)** _____

Address: _____

Phone Number(s): _____

Signature of Lessee: _____ Date: _____

Signature of Eagle Station Official: _____ Date: _____

(For Office Use)

Rental	Rate	Deposit Required ½ rental + Security Deposit \$250		Payment	Amount Due
Auditorium Only	\$500	\$250	\$250		
Auditorium and Warming Kitchen	\$625	\$312.50	\$250		
City Hall Board Room	\$150	\$75	\$250		
Eagles Nest	\$200	\$100	\$250		
Eagles Nest and Warming Kitchen	\$325	\$162.50	\$250		
Brick Room	\$200	\$100	\$250		
Business Meetings (8:30 am to 4:30 pm)	Call for hourly rates				

Pre/Post Event Checklist

DESCRIPTION	PRE	POST	NOTES
Security Deposit paid			
Rental Fee(s) paid			
Key returned			
Kitchen			
Sinks clean/dried/free of food			
Warmer clean and water pan emptied			
Counters wiped			
All items removed from refrigerator			
All items in place			
Trash removed from building			
Auditorium			
Tables/chairs			
Table cloths (if rented)			
Trash removed from building			
Walls			
Floor			
Eagles Nest (Library)			
Tables/chairs			
Table cloths (if rented)			
Trash removed from building			
Walls			
Floor			
Brick Room			
Tables/chairs			
Table cloths (if rented)			
Trash removed from building			
Walls			
Floor			
Outside			
Grounds free of litter			
Trash in receptacles			
Other			
Miscellaneous			
Security Deposit Amount Withheld Due to Damage			