

## Rental Agreement Details

1. **Binding Reservation** - A rental reservation is considered confirmed and binding after the date, time, guest count and location are agreed upon in writing by the Doris Building (LESSOR) and:
  - a) this rental agreement has been signed by LESSEE and received by the Doris Building.
  - b) The LESSOR has received the Non-Refundable Rental Deposit. For rental rates of \$500 or more, the rental deposit is 50-percent of the total rental rate. Rental rates of less than \$500 must be paid in full. The balance of the rental rate plus any additional fees or deposits required shall be due no later than 45 days prior to the event. For events booked less than 45 days in advance, the full rental rate and all applicable additional deposits and/or fees will be due with the signed event rental agreement. Please note, events with final payments still outstanding as of 30 days prior to the event will be charged to the credit card on file. If the final fees are declined, the event will be cancelled at LESSOR's sole discretion and all payments will be non-refundable.
  - c) The LESSOR has received a valid major credit card number from LESSEE that can be used for any and all event charges that are still unpaid 15 days after the event date. Should the event have an outstanding balance and the credit card is declined, LESSEE understands they will be charged a late payment fee equal to the greater of \$25 or 1.5% of the outstanding balance due, which shall be immediately due and payable in addition to any and all event charges still outstanding.
  - d) The LESSOR has received the Refundable Security/Damage Deposit. This deposit will be refunded (without interest), provided there is no breach of this rental agreement, balance due on the final invoice, property damage, excessive cleanup requirements and/or overtime fees. If damages exceed the security/damage Deposit, you will be charged the full amount of the damages incurred. If part or all of this deposit is withheld, an explanation will be sent to LESSEE in writing. Any refunds issued will be issued in the format the deposit was made.
2. **Hold Policy** - A date can be placed on a courtesy hold for no more than seven (7) days. If another client wants to contract the venue for the same date, the first client on hold will be given 48 hours (two business days) to submit a signed rental agreement and pay the rental deposit and the security/damage deposit to exclusively reserve the date. Otherwise, the hold will be forfeited to the second client. A credit card number is required to guarantee the event when the client pays by cash or check.
3. **Cancellation** - In the event of any cancellation of the event by LESSEE, for any reason, 100% of the rental rate paid to date will be non-refundable or will be applied to an event booked within a year of cancellation date. Any security/damage deposit paid will be refunded upon cancellation of the event. For events cancelled within 45 days, full rental fees are due and payable, unless the space is rebooked. Note: postponed events which are booked within the next twelve months are subject to a rebooking fee of 50% if rebooked within 30 days of the original event and 25% if rebooked between 31 and 60 days prior to the event.
4. **Overtime Fee** - All events shall end at time designated in the agreement, with load out being completed by the time specified as the end of the rental period. In order for LESSOR to ensure an event is adequately staffed, LESSEE is required to work with LESSOR to develop a timeline of the event, which will be all inclusive from setup to clean up. An overtime charge of \$50 per half hour will be charged for events that start or end outside of the final approved timeline of the event. This includes guests, vendors, wedding coordinators and/or wedding parties arriving early or staying late unless prior arrangements have been made with the LESSOR. Notwithstanding the above, there is an additional fee of \$250 per hour for events lasting longer than the event specified in the agreement.
5. **Permissible Events** - LESSOR reserves the right to reject rentals of the grounds and facilities for any event which might compromise the mission, statement of faith and/or values of Redemption Church or jeopardize their non-profit status.
6. **Noise Ordinance** - Our general noise policy requires all music to stop at 11 p.m. on Friday and Saturday and 10 p.m. Sunday through Thursday. Only acoustic music may be played after 10 p.m. Sunday through Thursday. Please talk with LESSOR if you have a concern about this policy.
7. **Venue Restriction/Exclusivity** - LESSEE understands that this rental agreement has been specifically written for the exclusive use of LESSOR space(s) listed on page one (1) of this agreement, during the specified time frame. This rental agreement DOES NOT include exclusive use of any other LESSOR space(s) and LESSOR reserves the right to book multiple events simultaneously. Should LESSEE decide to add additional spaces to the event or have exclusive use of the facilities after the contract is signed, and the space(s) or entire facility is available, LESSEE may request this change verbally or in writing to LESSOR, and the change will be

considered confirmed and binding only upon approval by LESSOR and receipt of a signed addendum to this agreement and the additional applicable fees. Exclusive events can only be booked when Redemption Church is not holding services or meetings. This includes, but is not limited to every Sunday morning for the duration of each year. LESSEE understands that this rental agreement has been written for exclusive use of the entire building and the space(s) listed on page one (1) of this agreement, during the specified time frame, are the locations where your event elements will be setup and staged.

**8. Tables, Chairs and Other Event Setup Needs** - The Doris Building can provide limited quantities of tables and chairs and other items for your setup needs included in your fee. For a detailed list of what is available and pricing, please refer to Attachment A. Additional tables and chairs, beyond what the LESSOR can provide, and any other event setup needs can be rented from an outside rental company and must be removed at the conclusion of the event, unless prior arrangements have been made with the LESSOR. LESSOR is not responsible for any damaged, lost or stolen equipment owned by LESSEE or an outside rental company. LESSEE is responsible for any damaged, lost or stolen equipment owned by LESSOR.

**9. Parking** - All participants in the LESSEE's event are responsible to find their own parking on the city streets surrounding the property. The Augusta city ordinances for parking all apply. LESSOR is NOT responsible for any vehicles damaged, lost or stolen in connection with the event, nor any parking fees incurred. Consult the Doris Building staff for load-in and load-out parking instructions.

**10. Event Walk Through** - The LESSEE is welcome to visit the site before their event, but must book an appointment no later than four (4) weeks prior to the event date to do so. At this meeting, the LESSEE, a representative of LESSOR, the catering representative and any other person(s) or vendors who have a vested interest in the smooth execution of the event should be in attendance. The goal of the final walk-thru is to discuss and confirm the event details, including vendor contact information, floor plans, timeline, etc. The final floor plan, if not completed at this meeting, will be due to LESSOR no later than two (2) weeks prior to the event. LESSEE understands the catering staff is responsible for setting up and dropping the necessary tables and chairs for the event according to the floor plan, unless prior arrangement have been made and agreed upon with LESSOR. LESSEE is the main point of contact for caterer and rental companies, unless arrangements otherwise are approved in this agreement.

**11. Vendor Load In** - Vendors may enter and begin their setup/installation no earlier than the start time for the LESSEE event booking. LESSEE is responsible for the actions of all vendors associated with the event and will need to ensure they are made aware of this restriction. Vendors requiring a setup time prior to the agreed time will need to get prior approval from the LESSOR no later than four (4) weeks prior to the event and LESSEE understands that there may be additional charges to accommodate a vendor who needs additional setup time. It is also advisable that vendors with questions and/or needing to see LESSOR prior to an event (including event/wedding coordinators), contact LESSOR well ahead of time to ensure all their concerns are addressed. Early arrivals on the event day will result in overtime charges and/or loss of the security/damage deposit for the LESSEE.

**12. Catering** - If you are planning to offer food at your event, you will need to hire an outside caterer.

- a) LESSOR requires a signed copy of the catering contract from the LESSEE no later than 60 days prior to the event.
- b) If LESSEE plans to have food and beverage served outside while LESSOR is open to the public, LESSEE understands that LESSOR will make reasonable accommodations to protect LESSEE's food and beverage from the general public, but cannot make a guarantee.
- c) At LESSOR sole discretion and under limited circumstances, with prior written approval and with appropriate fees paid, LESSEE will be permitted to bring outside food and beverage on the property. If LESSEE chooses to hire an outside cater, then LESSEE is required to sign addendum to this contract at least 60 days prior to the event. LESSEE is also required to give caterer LESSOR's caterer responsibilities checklist and caterer must sign off on agreement PRIOR to LESSEE signing contract with their caterer.
- d) Catering Equipment: Caterers are required to provide all equipment, dishes, flatware and service needs for the event, including glassware for bars. Caterers are responsible for the materials and personnel they bring into LESSOR. No catering equipment, tents, décor, or other items may be left behind or stored at LESSOR after an event without prior writte approval from the LESSOR.
- e) Our facility does not include a full kitchen. Caterers should be made aware of this by the LESSEE.

13. **Rental Items** - Vendors who are planning for rental items and/or equipment to be delivered and picked up outside of the event timeline will need to have prior approval from LESSOR. Items left at LESSOR after an event, for a later pickup, must be approved and stacked/neatly stored for pickup at the conclusion of the event, in the area designated by LESSOR. The Doris Building not responsible for any damaged, lost or stolen rental items or equipment.

14. **Alcohol Licensing** - All clients who are planning events where alcohol is being served should visit this website and pursue the appropriate licensing. <https://georgia.gov/blog/2014-03-13/getting-alcohol-license-georgia> - Select the corresponding event under the "Special Events" listing on the page.

a) Alcohol cannot be legally served in the State of Georgia until 12:30 p.m. on Sundays.

b) When alcoholic beverages are being served, an off-duty Richmond County Police officer is required. This will be scheduled by the LESSOR, and the hourly rate is to be paid by the LESSEE.

c) Although not required by the Doris Building as a condition for signing this contract, it is recommended that the client purchase liability insurance for their own protection. The LESSOR is not responsible for injury or loss to any guest, vendor or participant of at any private event held at the Doris Building. Failure to secure liability insurance does not constitute a transfer of liability to the Doris Building. The client further indemnifies and holds the Doris Building harmless for any and all liability, claims or the defense of such claims arising out of Client's event and use of the facility.

\_\_\_\_\_ **Initial that you have read and understood**

15. **LESSOR Staff** - There will be a qualified member of LESSOR rental events staff dedicated to your event. This "Event Lead" will supervise your event's setup, direct any maintenance needs and coordinate the on-site vendors and staff. Only LESSOR's designated eventLead may give direction to LESSOR's staff during the event.

16. **Maintenance** - LESSOR will provide an event lead for LESSEE's event. The guest count, duration of the event and amount of space utilized will determine the number of LESSOR personnel scheduled. And, while the Doris Building will make every effort to include event staff in the rental rate of an event where possible, LESSEE understands that should the scope of the event dictate additional personnel, the LESSOR will add the necessary personnel at the customary rate per hour, with a four (4) hour minimum.

17. **Clean Up** - The Doris Building will maintain the restrooms and other facilities during the event, and the event rental space(s) will be in good, clean condition upon the arrival of vendors and LESSEE. Cleanup of the food prep area, catering items/equipment and all food-related refuse is the responsibility of LESSEE and the caterer. Additionally, each vendor is expected to handle their own setup and teardown unless other arrangements have been made and approved by the LESSOR. In the event that a vendor fails to take care of their responsibilities, or the Event Lead cannot identify whose responsibility it was, the final responsibility will lie with LESSEE of this agreement.

18. **Security** - For events such as proms, dance parties, student organizations, events where minors will be dropped off, events over 200 guests, events that will be playing amplified music outside or any event deemed to be high risk by LESSOR an off-duty Richmond County Police officer will be required to be hired to be on duty with a four (4) hour minimum at the customary rate to be paid by the LESSEE. This will be scheduled by LESSOR.

20. **Audio/Visual Equipment** - LESSOR's ability to provide these items/services is limited, but can be rented (for an additional fee). It is highly advisable to discuss your needs with the LESSOR prior to signing the contract. All reservations will need to be communicated with LESSOR no later than two (2) weeks prior to the event. Last minute requests cannot be guaranteed. LESSEE is responsible for any damaged, lost or stolen audiovisual and/or computer related equipment used at the event. LESSEE must bring all necessary monitor cables, adaptors or other necessary equipment not provided by LESSOR. Showing of power points requires a laptop computer. It is recommended that individuals set up a time to test their equipment prior to the start of their event. LESSOR cannot be held responsible for any renter's equipment that fails to function on the night of the event.

21. **Wireless Access** - LESSOR does offer wireless connections to the internet for an additional fee. It is recommended that individuals set up a time to test their connection to our wireless service prior to the start of their event. LESSOR cannot be held responsible for any renter's equipment that fails to function on the night of the event.

22. **Smoking** - Smoking and use of e-cigarettes is not permitted anywhere in the buildings or on the grounds

of the Doris Building. There are no designated smoking areas anywhere inside our facility or on our covered porch. This policy is strictly enforced.

23. **Candles** - For everyone's safety, candles must adhere to City of Augusta fire code standards and are subject to LESSOR prior approval. All candles must be contained in a fire-proof container taller than the top of the candle flame.

24. **Wedding Invitations and Marketing Materials** - To ensure that the event is in keeping with the intent of this rental agreement, all save the date notices, wedding invitations and marketing materials should list the facility as "The Doris Building." Our street address is 930 Broad St., Augusta, GA 30901. Use of LESSOR logo, website material and/or LESSOR acquired photos will require approvals of the materials by the Doris Building during the proofing process of the materials.

a) Photography: LESSEE and guests are free to take photos at the event and may employ a photographer of their choice. LESSEE agrees and grants permission for LESSOR to contact the photographer for copies of the event photos to use in all manners and without restriction as to changes or alterations for advertising, trade promotion, exhibition, or any other lawful purpose. LESSEE understands they are waiving any rights to compensation arising from or related to the use of the photographs.

a) Videography: the same rules for video of your event listed above in item a are applicable to videos created on our property at your event.

25. **Hold Harmless** - LESSEE assumes all responsibility, risks, liabilities and hazards incidental to the event (including but not limited to the serving of alcoholic beverages) and hereby releases and forever discharges the Doris Building, its officers, directors, employees, agents, and volunteers, present, past and future, from any and all claims, costs, causes of action and liability for personal injury or death and loss, damage to or destruction of property arising from or in connection with the event or the use of LESSOR grounds, facilities and its appurtenances. LESSEE agrees to indemnify and hold harmless the Doris Building (home of Redemption Church), its officers, directors, employees, agents and volunteers, present, past and future, for any and all claims for loss, damages or injuries, arising from or in connection with the event or the use of the Doris Building grounds, facilities and all appurtenances.

\_\_\_\_\_ **Initial that you have read and understood**

*No changes or exceptions to any part of this contract will be permitted without written consent from the LESSOR. All attachments to this contract are hereby made a part of this contract. The preceding provisions have been designed to protect the Doris Building's grounds, buildings and guests. Breaches of any section of this agreement are grounds for retention of the security/damage deposit.*

**I have read and understand this rental agreement for the Doris Building, and agree to save the LESSOR harmless from any and all claims, demands, suits, actions, damages, liabilities and/or expenses, including but without limitation reasonable attorneys fees arising out of or in connection with personal injury, property damage, loss and/or theft related to the contracted Event. I will conduct the event in compliance with all applicable laws, statutes, ordinances, regulations and any other governmental requirement pertaining or relating the event or the Doris Building, and I will be responsible for ensuring all guests, vendors and other invitees to the Doris Building or the event are also in such compliance.**

Event Name \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**Doris Building Information**

Address: 930 Broad St., Augusta, GA 30901

Email (*preferred contact method*): info@thedorisbuilding.com

Phone: 762-218-3009

www.thedorisbuilding.com

**Credit Card Authorization**

*The Doris Building has my permission to charge the following credit card for all outstanding event charges that are 30 days past due or any charges that I personally instruct the events department to charge as it relates to the event.*

Name as it Appears on Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Security Code \_\_\_\_\_

