



Suite P – Eight (8) Hour Rental
 Description: Kitchenette, Conference Room, Restrooms

Name: _____ Date: _____

Street Address: _____

City, State & Zip: _____

Email Address: _____

Phone Number: _____

Hereinafter referred to as “Renter” and the Downtown Waycross Development Authority, Waycross Georgia, hereinafter referred to as “Owner.” Contracts are only to be enacted directly with the individual renter who will be signing and solely responsible for the rental. (No third-party entities/party planners/decorators).

Owner does hereby grant unto Renter the use of: Suite P

Date of Use: _____ Enter Time: _____ Exit Time: _____

Event Type: _____ Start Time: _____ End Time: _____

Early Entry Date: _____ Early Entry Time: _____ (early entry is 4 hours/prior day only).

I, Renter, understand the rental period is only for the designated 8-hour event laid out above and the door code will only be active for that specified time. Initial: _____

Will there be alcohol present at your event? Y / N (If yes, please see rule, R)

8 Hours	\$300
Booking Deposit	\$75.00 (refundable)
Early Entry Fee (see Rule, P)	\$75.00 (optional)
Set-Up and Breakdown Fee	\$150 (optional)
Additional Hours	\$25.00 an hour (optional)
Total Charge	

Included Items with your event rental - 70 person capacity.

- **2 Round Tables (60”)**
- **10 Rectangular Tables (42”X 60”)**
- **70 Chairs**



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RULES: (please initial to acknowledge): _____

- A. The total rent for the use of the premises shall be the total sum of the charges written under the word total charge on page 1. No CASH or PERSONAL CHECKS are accepted: Credit Card or Money Order only. **THERE IS A 4% SERVICE CHARGE ON ALL CREDIT CARD PAYMENTS.**
- B. The \$75.00 deposit shall not be refunded until after the event and inspection of the premises is found to be in satisfactory condition with no damage to property or breach of contract. No booking will be final until the total charge is paid in full within 30 days of the event. Payment is to be made to Downtown Waycross Development Authority and money orders may be mailed to DWDA, 315 Plant Ave, Suite B, Waycross GA 31501
- C. Events affected by circumstances outside of DWDA's control will **NOT** negate the terms of this contract or pricing.
- D. Renter is to lock all doors at the end of the event. Failure to do so will result in a loss of deposit.
- E. Renter is not permitted to use glitter/confetti or the like inside or outside the building.
- F. Renter is permitted to use battery operated candles ONLY.
- G. Renter will be responsible for removing all trash to the dumpster located between the Depot Building and the Railway Express Building at the end of the event.
- H. Renter and participants shall not be permitted to smoke in any part of the building. Smoking is allowed outside only.
- I. The Renter will be responsible for turning all lights and air conditioner/heater off at the end of the event.
- J. Renter will be responsible for putting away ALL tables and chairs at the end of renters event.
- K. Renter will be responsible for keeping the parking area clean and orderly.
- L. Renter will be responsible for loss or damage to property of Owner during the time of usage.
- M. Renter of this facility shall assume all liability and shall hold harmless from loss or expense The Downtown Waycross Development Authority its members, officers, and directors, for any harm, injury, or damage that anyone present at the function of Renter may incur while upon the property of the Downtown Waycross Development Authority of Waycross, Georgia.
- N. Renter shall not tape, nail, or otherwise secure items to walls, ceilings, window facings or any other painted structure without prior consent.
- O. Early entry, if purchased, will allow renter access to the property no earlier than 12 PM the prior day to the event if possible.
- P. Renter shall occupy the building no later than 1AM.
- Q. Management must be made aware that alcohol will be present. Security should be arranged by the renter for any events with alcohol.
- R. In accordance with the Waycross City ordinance ARTICLE VII. – ADULT ENTERTAINMENT ESTABLISHMENTS, all adult entertainment as defined above is **prohibited** on all property owned by the DWDA. Failure to adhere to these guidelines and policies can immediately result in termination of rental agreement with no refund and immediate removal from premises.
- S. If the renter wished to cancel venue reservation 30 days (or more) prior to reservation date, a full refund will be made. If cancellation occurs within 30 days or reservation date, the renter's deposit or 50% of their paid balance, whichever is greater, will not be refunded.
- T. If the deposit payment is made using a money order, refunds may take up to 2 weeks to process. If the deposit is paid by card, the refund will be processed in 7 to 10 business days. The renter hereby agrees that he, she, they, or it accepts and will abide by the terms of this contract and **will pay the balance in full 30 days prior to rental date. Renter also understands they will receive the passcode & instructions to unlock the door no later than 30 minutes prior to the start time indicated in this contract.**



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Payment Information: (Office Use ONLY.)

THERE IS A 4% SERVICE CHARGE ON ALL CREDIT CARD PAYMENTS.

Security Deposit: _____ **Payment Type:** _____ **Payment Date:** _____

Card #: _____

Exp Date: _____

Security Code: _____

Zip Code: _____

Remaining Balance: _____ **Payment Type:** _____ **Payment Date:** _____

Card #: _____

Exp. Date: _____

Security Code: _____

Zip Code: _____



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COVID – 19 – Addendum

- 1) Renter acknowledges that they are aware of the Federal Government, State of Georgia, and Local Government restrictions/guidelines for the COVID-19 pandemic.
- 2) Renter understands and agrees that all required COVID-19 restrictions/guidelines must be followed during any event.
- 3) Renter is assuming the inherent risk of exposure to COVID-19
- 4) Renter understands and agrees that it is their responsibility to ensure that all current COVID-19 restrictions/guidelines are followed by their guests and/or staff.
- 5) Renter accepts responsibility to encourage the use of personal protective equipment and/or hand sanitizer for guests and staff during the event and provide such equipment/products as needed throughout their event.
- 6) DWDA is immune from civil liability for damages or an injury resulting from exposure of an individual to COVID-19 on our premises while attending any event.

***Renter does hereby agree that he, she, they or it understands, accepts and will abide by all of the terms laid out in this agreement. THERE IS A 4% SERVICE CHARGE ON ALL CREDIT CARD PAYMENTS.**

X

Renters Signature and Date

X

DWDA Representative Signature and Date
