

**Augusta Rowing Club Room Rental Contract
(Page 1)**

ORGANIZATION / CONTACT PERSON _____

MAILING ADDRESS _____

(STREET)

(CITY)

(STATE)

(ZIP)

TELEPHONE _____

(WORK)

(HOME)

DATE OF EVENT _____

EVENT DESCRIPTION _____

TIME THAT YOU NEED TO ACCESS FACILITY _____ A.M. _____ P.M.

EVENT HOURS _____ TIME IN _____ TIME OUT

BREAK DOWN / CLEANING TIME _____ BEGINNING TIME _____ ENDING TIME

NUMBER OF PEOPLE EXPECTED TO ATTEND _____ 21 and up _____ Under 21

Do you plan to serve: _____ Food
_____ Beverages
_____ Alcohol *

* The City of Augusta requires a deputy sheriff on site during events where alcohol is present. Please contact Robert Riddle at (706) 821-1743 to schedule a deputy.

I have read and agree to the terms of this contract and assume legal responsibility according to the terms and policies of this contract as the representative of the organization above.

(SIGNATURE OF APPLICANT)

DATE

PLEASE READ AND SIGN PAGE 2 – CONTRACT RENTAL TERMS AND POLICIES

Checks may be made payable to “Augusta Rowing Club”

Payment may be mailed to:

**Augusta Rowing Club
101 Riverfront Drive
Augusta, Georgia 30901**

Augusta Rowing Club Room Rental Terms and Policies

(Page 2)

The maximum capacity of this room is 100 persons. Minimum age requirement for renting is twenty-one (21). All events are to have at least one person (minimum age 21) in charge and in attendance at all times. The facility must be left clean – inside and outside, just as you found it. All events must end promptly at Midnight including the breakdown and cleaning time. The Augusta Rowing Club, Augusta Parks and Recreation Department, and City of Augusta will not be responsible for articles left on the premises. Any damages will have to be repaired by either the Augusta Rowing Club, the Recreation Department, or a contractor obtained by either the rowing club or the department and will be paid for by the renting party. The Augusta Rowing Club, Augusta Parks and Recreation Department, and City of Augusta are not liable for any injuries occurring from activities associated with the rental. Pay at the door events are not allowed in the Augusta Rowing Club Room. Cooking/ grilling, or barbequing is not allowed inside the Club Room or on the decks but may occur in a designated area downstairs at least ten feet from the building. The Augusta Rowing Club Room has many pictures and banners on the walls and reserves the right to turn down applications to any event that they deem harmful to either the room or its contents.

RENTAL FEES: When rented in conjunction with the Main Banquet Room, the rental fee for Augusta Rowing Club Room is \$75.00 with a \$100.00 clean up confirmation/damage deposit. The Club room may not be rented individually except by Augusta Rowing Club members. All fees for the Club Room may be paid by check more than 30 days before the day of the event. Rentals that occur less than 30 days prior to the event are paid in CASH ONLY. Checks must be made payable to “Augusta Rowing Club” and mailed to Augusta Rowing Club, 101 Riverfront Drive, Augusta, Georgia 30901. All dates are considered tentative/unreserved until a contract and payment are received by the Augusta Rowing Club. Please call (706) 821 2875 if you have questions specific to the Club Room.

CANCELLATIONS:	Prior to 90 days of the date reserved:	100% REFUND
	Between 60-90 days:	50% REFUND
	Less than 60 days:	NO REFUND

The Club Room clean up confirmation / damage deposit will be returned by the Augusta Rowing Club in 20 working days following the event if warranted.

DECORATIONS: Any decorations must be done the day of the event and removed immediately following the event. The renting party shall have full responsibility for all attendees, caterers, florists, or other contracted persons using the Club Room and all surrounding areas. The renting party is responsible for informing these persons of all rules.

CATERING: When rented independently from the Main Banquet Room, the Club Room will not include access to kitchen area - refrigerator, ice machine, sinks, or ovens.

TABLES / CHAIRS: It is the responsibility of the renting party to do their own set up and take down. Failure to take down set up will result in forfeiture of clean up deposit.

MUSIC: The Club Room may have music present only if the Main Banquet Room has no event scheduled on that date.

SUPERINTENDENTS: All functions **must have** a superintendent on duty for the entire length of the event. This person will admit entrance, be present, and close up at the conclusion of the event. If rented independently from the Main Banquet Room, the Club Room will require a separate Superintendent. By arrangement, the rowing club may be able to provide the boathouse manager as a superintendent. The Augusta Parks and Recreation Department can provide a superintendent by calling the administrative office at 706-796-5025. They will require a **72 hour notice**. The superintendent will be paid \$12.00 per hour for a minimum of four (4) hours, CASH ONLY by the renter **before** the event starts. On holidays and Sundays the superintendent will be paid \$15.00 per hour.

SECURITY / FIRE MARSHALLS: Certain events may necessitate the presence of a Richmond County Sheriff's Department and/or Augusta Fire Department employee permanently assigned inside the Club Room for the duration of the event. **That determination is made by the Augusta Rowing Club and the Augusta Parks and Recreation Department.** Business meetings, classes, or conferences that do not include the use of alcohol may or may not require the presence of security. Parties, dinners, or miscellaneous celebrations will require the presence of a uniformed deputy and/or fireman whether alcohol is present or not. Events where the majority of the attendees are under 21 will require extra security. The fees for security will be the responsibility of the renting party. Deputies and Fire Marshals are paid \$15.00 per hour for a minimum of four (4) hours, CASH ONLY **before** the event starts. Security can be obtained by calling Robert Riddle at 706-821-1743 no less than 5 working days prior to the event. (Please identify the rental as being for the “Rowing Club Room”).

ALCOHOL: The presence of alcohol is defined by at least one open container being present. The presence of alcohol includes alcohol that is inside the club room and outside of the property whether in plain view or accessed from inside vehicles (including vehicles parked across the street adjacent to the levee). The sale of alcoholic beverages will be allowed in the Club Room with the consent of the Augusta Rowing Club. The renting party will be required to have a one (1) day liquor license and must contact License and Inspections (706-312-5038) at least 30 days prior to the event.

CLEAN UP: All food and garbage must be bagged and disposed of in the on site dumpster. Bathrooms are to be left clean and in a presentable manner. Litter scattered outside, including the parking lot and lower decks, must be removed. Any necessitated cleaning will be done by the Augusta Rowing Club or a contractor obtained by the rowing club. Cleaning costs will be paid by the renting party or by forfeiture of damage deposit.

SMOKING: Smoking is not allowed in the Club Room, bathrooms, or anywhere inside the building.

Please sign indicating that you have read the contract and policies: Signature _____