



City of Pelham Downtown Development Authority
108 Hand Avenue
Pelham, Georgia 31779
(229) 294-7900 Ext. 230



PELHAM OLD SENIOR CENTER RENTAL AGREEMENT AND CONTRACT

Agreement made on _____, 20____, by and between Pelham Downtown Development Authority (DDA) and _____, referred to as "Client". Client agrees to use and Pelham DDA to make available the use of the Old Pelham Senior Center Building located at 308 West Railroad St. Pelham, GA 31779 with the following terms and conditions.

Date of Event: _____

Type of Event: _____

Set-up starting at: _____

Event starting at: _____

Event ending at: _____

Clean-up ending at: _____

Total Hours: _____

Number expected: _____

Client Name: _____,

Client Address : _____,

Client Phone: _____, Client Email: _____.

Payment Information:

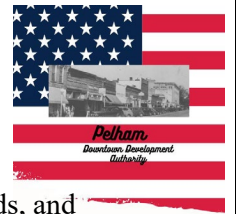
- A signed contract and date-hold deposit is due on the day of booking.
- **The balance of your space rental fee is due seven (7) days prior to your event.**
- Deposit: \$175
- Rental Amount: \$275/Day
- Payment is accepted via cash or money order.

Cancellation Policy:

- Deposit is non-refundable.



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- If you cancel a booking anytime within (10) days of the booking date, there are no refunds, and all fees specified for the booking will remain payable.
- If you cancel a booking anytime before (10) days of the booking date a full refund minus the deposit will be provided via check within the following two weeks.

Insurance:

- Special Event Liability Insurance is required of clients that plan to have a bouncy castle and or waterslide and is due no later than twenty (20) days prior to your event. The insurance must, at the client's sole expense, provide and maintain The City of Pelham as an additional insurer.
- The City of Pelham nor Pelham DDA accept sole responsibility for any injuries or death occurring on or inside the property.
- Any caterers and/or outside vendors, companies, and/or institutions **MUST** provide a copy of their Certificate and Catering License to Pelham DDA at least ten (10) days prior to the event.

Smoke-Free Facility:

Pelham Old Senior Center is a smoke-free facility. Although the building is equipped with fire extinguishers, the center is located in a historic building.

No smoking in any restroom or on the premises. If smoking materials are discarded in planters, sidewalks, or grounds, an extra cleanup charge will be imposed.

Attorney fees:

In the event Pelham DDA retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Lost and Found:

Pelham DDA takes no responsibility for personal effects and possessions left on premises during or after any event.

Conduct:

There is absolutely no drug use or smoking of any kind tolerated on premises or within 50 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. All



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trash must be taken out, floors cleaned, and the building back in the condition that you found it. Conduct deemed disorderly at the sole discretion of the City of Pelham and Pelham DDA shall be grounds for immediate expulsion from the premises and the conclusion of the rental period. In such cases, no refund of the rental fee shall be made.

I _____ Agree that the rental contract was provided to me by Pelham Downtown Development Authority and I agree to everything stated in the contract, and I would like my refund **(Please Circle) Mailed or Picked- Up.**

Applicant Signature

Date

Clerk Signature

Date

DDA Director Signature

Date