



212 East Broad Street, Camilla, Georgia 31730, 229-336-5255, depot@camillageorgia.com
REV 051408

RENTAL APPLICATION

Event Date: _____ Application Date: _____

Type of Event: _____

Responsible Party: _____

Address: _____ City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ Email Address: _____

Contact Person (One Name ONLY and will be the contact person on the day of the event):

_____ Cell Number: _____

EVENT SCHEDULING:

Set-Up Time: _____ (Building to be opened)

Contracting Party Members are not issued a key. Please coordinate the opening and closing of the building with Depot Staff Members.

Time Event is to begin: _____ Time Event is to end: _____

Departure Time: _____

Please keep in mind that additional hours or portions thereof, beyond the designated departure time is billed at \$75.00 per hour.

Number expected to attend your event: _____

Will alcoholic be served? Yes No

Will you have musicians? Yes No

Indicate desired Rental Area Banquet Room and Platform Chamber Board Room

Security Deposit \$ 350.00 (Due at Application Submittal)

Rental Amount \$ _____ (Due no less that 48 hours prior to event)

Total Due \$ _____

Caterer: _____ Phone: _____

Decorator: _____ Phone: _____

Musician/D.J.: _____ Phone: _____

I have read the above contract and attached information regarding rental policies, procedures and guidelines, and agree to abide by all policies and regulations stipulated by the Camilla Chamber of Commerce, Inc., and the City of Camilla.

Signature: _____ Date: _____

INTERNAL USE ONLY

Application/Security Deposit Received	____/____/____	Payment Method	_____	Received by:	_____
Rental Fee Received	____/____/____	Payment Method	_____	Received by:	_____
Deposit Refunded	____/____/____	Check Number	_____		

CAMILLA CHAMBER OF COMMERCE, INC.

**CITY OF CAMILLA
COUNTY OF MITCHELL, GEORGIA**

HOLD HARMLESS AGREEMENT

This agreement is executed on this ____ day of _____, 20____, by and on behalf of _____ (Name of Individual or Organization renting the facility, herein after called Contracting Party) for the benefit of the Camilla Chamber of Commerce, Inc., and the City of Camilla.

Whereas, the Contracting Party has entered into a contract for the use of certain facilities noted on the Rental Application at the Camilla Depot, 212 East Broad Street, Camilla, Mitchell County, Georgia on _____ (Event Date), and,

Whereas, one of the requirements of the renting of these facilities is the furnishing of a Hold Harmless Agreement for the protection of the Camilla Chamber of Commerce, Inc., and the City of Camilla,

It is hereby agreed to as follows:

The Contracting Party agrees to hold harmless the Camilla Chamber of Commerce, Inc., and the City of Camilla for any and all claims which may result from their use of this facility on the date and time in question for personal injury or property damage which may be sustained by or caused by any individuals involved with the use of said facility.

In this regard, the said Contracting Party agrees to indemnify the Camilla Chamber of Commerce, Inc., and the City of Camilla for any damage and/or claims which may result from their use of said facility.

It is expressly understood by the Contracting Party that this Hold Harmless Agreement and Indemnification Agreement is a necessary prerequisite for their use of the facility.

In witness whereof the acting officer being _____ (Contact Person) has hereunto executed for and on behalf of the Contracting Party.

Signature: _____ Date: _____

Witnessed by: _____ (Chamber Staff ONLY)

RENTAL CHARGES

BANQUET ROOM & PLATFORM

The Banquet Room will accommodate a maximum of 400 people for a stand-up function, 300 people for theatre style seating, and 180 people (comfortably) for a seated dinner or conference. The room is air conditioned for comfort and includes a warming kitchen and adequate restroom facilities. The facility is handicapped accessible. Rental of the facility includes the use of tables and chairs; however, set-up is the responsibility of the contracting party. Linens, drinking glasses, napkins, plates, utensils, towels and other such items are not included and must be supplied by the contracting party. (Please read the Policies and Procedures included in the booklet for further information and guidelines.)

The Platform will accommodate an additional 200 for a stand-up function and 120 people for a seated dinner. The Platform is lighted and ceiling fans have been installed. This is an outdoor facility and is subject to the elements of weather and nature. The Platform is pressure washed twice annually. The clean-up of any wind blown debris, standing water, bird droppings, etc., will be the responsibility of the contracting party. (Please read the Policies and Procedures included in the booklet for further information and guidelines.)

Security/Damage Deposit on <u>ALL</u> rentals	\$350.00
<i>The Security/Damage Deposit is due when the application is submitted in order to hold the designated date. The deposit is fully refundable in fourteen (14) days if the area is left in an orderly manner immediately following the event. The deposit is fully refundable if cancellation is made at least ninety (90) days prior to the event and non-refundable if notice is given less than ninety (90) days.</i>	

STANDARD RATE

WEEKEND EVENTS

1 DAY – Friday, Saturday, <u>or</u> Sunday (less than 100 in attendance)	\$550.00
1 DAY – Friday, Saturday, <u>or</u> Sunday (100 or more in attendance)	\$650.00
3 DAYS – Friday, Saturday, <u>and</u> Sunday (less than 100 in attendance)	\$850.00
3 DAYS – Friday, Saturday, <u>and</u> Sunday (100 or more in attendance)	\$950.00

WEEKNIGHT EVENTS

1 NIGHT - Monday through Thursday , after 5:30 p.m.	\$400.00
--	-----------------

WEEKDAY BUSINESS HOURS

8:30 a.m. until 5:00 p.m.	\$325.00
Camilla Chamber Members	\$210.00

NON-PROFIT ORGANIZATIONS RATE

WEEKEND EVENTS

1 DAY – Friday, Saturday, or Sunday	\$500.00
3 DAY – Friday, Saturday, and Sunday	\$800.00

WEEKNIGHT EVENTS

1 NIGHT – Monday through Thursday	\$300.00
--	-----------------

CHAMBER BOARD ROOM

The Chamber Board Room will accommodate 40 people for a seated dinner/conference. Access to the kitchen and restrooms are available. The room is available only during business hours, 8:30 until 5:00 p.m., Monday through Friday.

Weekday Business Hours 8:30 a.m. until 5:00 p.m.	\$110.00
Weekday Business Hours (Chamber Members, one meeting monthly)	N/C

CONTRACTING PARTY'S INITIALS _____

POLICIES AND PROCEDURES

Weekend, holidays or weekday evening events must conclude by the ending time noted on the Rental Application, which includes clean-up time. No event (including the time it takes to dismantle) may extend past 1:00 a.m. All clean-up must be completed within the allotted time period agreed to on the Rental Application to avoid additional charges. Each additional hour or portion thereof, beyond the allotted time is \$75.00 per hour. All damages which occur to the property and exhibitions of the Camilla Chamber of Commerce, Inc. and the City of Camilla shall be the responsibility of the contracting party. These shall include those damages which exceed the security deposit. All exhibits and furnishings will remain on the premises and are NOT to be removed or tampered with under any circumstances.

Rental includes the use of the facilities tables and chairs. All "set-up" (tables, chairs, etc.) is the responsibility of the Contracting Party.

Linens, drinking glasses, napkins, plates, utensils, towels, and other such items must be supplied by the contracting party.

All items used for decorating, catering, etc., by the Contracting Party must be cleared out immediately following the event within the time frame stated on the Rental Application. The Depot is not responsible for any items left in the facility following the event.

Smoking is strictly prohibited inside the facilities. There are designed smoking areas outside.

All facilities are handicap accessible.

HOUSE RULES

- The proposed use must be of a size and nature that will not risk damage to or destruction of the historical premises or any exhibits or violate fire, security or safety regulations put in place by the City of Camilla.
- The Contracting Party must be responsible for all expenses in connection with the event, including, but not limited to providing the necessary catering arrangements, decorations, equipment rental, and removal of all equipment and decorations not belonging to the Camilla Chamber of Commerce, Inc., or the City of Camilla immediately following the event.
- Set-up of tables and chairs will be the responsibility of the Contracting Party.
- Preparation and cleaning should take place during the beginning and ending times noted on the Rental Application. These activities must be accomplished in a manner which does not interfere with other activities of the Camilla Chamber of Commerce, Inc., or the City of Camilla.
- Due to the historic nature of the facility, nothing should be leaned against the walls so as to protect the brick and the paint.
- No decorations, nails, tape, etc., may be attached to the walls or ceilings in any part of the facility, including the Platform.
- Due to the alarm system, NO helium balloons may be used inside the facility for decorating or any other purpose.
- Only votive candles placed inside glass or crystal containers may be used.
- No rose petals, rice, confetti, glitter, serpentine, sparklers, etc., may be used inside or outside the facility. Only birdseed is allowed outside.
- No keg beer or saki barrels, etc., may be brought inside the buildings. These items may be placed on the platform.
- Organizations or individuals serving food or alcoholic beverages will comply with all federal, state and local regulations that apply, assuming liability for all personal and/or property damages that may result.
- All facilities, kitchen, restrooms, and other areas must be cleared of all litter and debris associated with the event so that staff can immediately clean the facility. ALL trash must be placed in the dumpster located on the northwest corner of the property. Staff members will arrive immediately following event to begin sweeping, mopping and cleaning. Should staff members find excess trash, litter or debris associated with the event, the security deposit, or portion thereof may be retained. All loose trash in the rented facility and on the grounds must be bagged and placed in the outdoor dumpster. Trash bags are supplied by the Chamber of Commerce.
- Restrooms are adequately stocked with paper products prior to each event. Additional products must be supplied by the Contracting Party.
- For security reasons, keys to our facility are not issued to the contracting party. Please arrange times for unlocking the building with Depot Staff.

CONTRACTING PARTY'S INITIALS _____

CATERER'S GUIDELINES

- Rental of the facilities at The Depot include use of our kitchen. This is a warming kitchen ONLY and should be treated as such.
- Only the use of our tables and chairs are included in the rental. Linens, drinking glasses, napkins, plates, utensils, towels, and other such items must be supplied by the Contracting Party.
- Set-up of the tables and chairs is the responsibility of the Contracting Party.
- Access to the kitchen is available only through the main entrances to the facility.
- The kitchen and appliances should be clean prior to your arrival and it is expected that they will be left in as good or better condition as before the event. The appliances must be clean and in order upon your departure, including countertops and floors. No food should be left in the refrigerator.
- All loose trash in the rented facility and on the grounds must be bagged and placed in the outdoor dumpster. Trash bags are supplied by the Camilla Chamber of Commerce.
- All rented items are to be removed from the facility immediately following the event unless prior arrangements have been made with the Camilla Chamber of Commerce. Rental items left on the premises will result in additional rental charges for the contracting party.
- No keg beer or saki barrels, etc., may be brought inside the buildings. These items may be placed and used on the platform only.
- Organizations or individuals serving food or alcoholic beverages will comply with all federal, state and local regulations that apply, assuming liability for all personal and/or property damages that may result.
- Notify the Contracting Party as to when and what time you need access to the building. This has to be coordinated with Depot Staff Members.

DECORATOR'S GUIDELINES

- The Contracting Party must include set-up time on the Rental Application. Please review this application with your client, so that you are allotted enough time to complete your work. You will not be allowed early entry.
- Set-up of tables and chairs will be the responsibility of the Contracting Party.
- Due to the historic nature of the facility, nothing should be leaned against the walls so as to protect the brick and the paint.
- No decorations, nails, tape, etc., may be attached to the walls or ceilings in any part of the facility, including the Platform.
- Due to the alarm system, NO helium balloons may be used inside the facility for decorating or any other purpose.
- Only votive candles placed inside glass or crystal containers may be used.
- No rose petals, rice, confetti, glitter, serpentine, sparklers, etc., may be used inside or outside the facility. Only birdseed is allowed outside.
- All loose trash in the rented facility and on the grounds must be bagged and placed in the outdoor dumpster. Trash bags are supplied by the Chamber of Commerce.
- Notify the Contracting Party as to when and what time you need access to the building. This has to be coordinated with Depot Staff Members.

CAMILLA CHAMBER OF COMMERCE RECOMMENDATIONS

You are free to contract with the person or company of your choice for your event needs. The Camilla Chamber of Commerce recommends the following because of our past experiences with these reputable people, businesses, and/or organizations.

Recommended Decorators:

Martha's Flower Shop, Kyle Singleton, 229.336.0571
Simply the Best, Jennifer Atkinson, 229.336.1565

Recommended Caterers:

The Bistro, Donna Williams, 229.336.5777
Debbie's Main Street, Debbie Spence, 229.336.7006
Kebo's BBQ & More, Regina Green, 229.336.7406
Lisa's Catering, Lisa Swilley, 229.319.1530
Mitchell County High School, Lillibel Wingate, 229.336.0970
Pepi Food Services, 229.243.0130

Recommended Rental/Event Planning Services:

Andrew Rentals, 229.883.4400
Rental Depot, Albany, GA, 229.883.5777



Post Office Box 226 212 East Broad Street
Camilla, Georgia 31730
229-336-5255