





**Tifton Welcome Station**  
**Business Development Meeting Room**  
**Rules & Regulations**

1. The activity during the lease period stated on the contract must be a legal, wholesome event. The City Of Tifton reserves the right to deny leases that will go against normal business practices.
2. The City Of Tifton agrees to furnish general lighting from the permanent fixtures, outlets and equipment in the building, heat or air condition, water of normal usage as now installed in the building. Circumstances beyond the control of the City Of Tifton shall not be considered a breach of agreement and the applicant shall have the responsibility for furnishing any additional equipment and removal of the same at the termination leasing date.
3. The City Of Tifton or Tifton Welcome Station will not be liable for the cancellation of any event due to acts of God, riots, strikes, labor difficulties or other acts or occurrences including damage sustained from previous event which is beyond the reasonable control of The City of Tifton and Welcome Station.
4. Applicant agrees to hold The City of Tifton and Tifton Welcome Station harmless and not liable for any personal injuries or property damages resulting from the conduct of any person(s) on the meeting room property while the facility is leased in the applicant's name. Furthermore, the applicant does agree to accept full responsibility of any damages that occur during the time the facility is contracted or leased.
5. Applicant agrees to pay The City of Tifton for all repairs resulting from damages while the facility is rented in applicant's name.
6. Applicant agrees to pay for the use of the meeting rooms, no later than 1 month prior to the event. (See application for fee scale). If this rule is violated, event can be canceled. If the booking date and event are within a 1 week period, payment is due in cash on the date the facility is reserved.
7. In the event that a booking is canceled, it must be canceled 30 days prior to the rental date to receive a refund. A refund will not be received if the event is not canceled within a 30 day period prior to the rental date.
8. Rental applicant(s) is/are responsible for making arrangements per each rental package for set up and clean up. Deposits are ONLY returned if building is cleaned.
9. Applicant must pay a building supervisor \$10.00 for any after hour events.
10. Rental fee will increase by \$5.00 per hour when renting the building more than 5 hours.



### **Basic Rental Package**

- Conference Facilitation
- Signage
- Free Parking
- Free AV Equipment
- Rental Fee
- Free telephone access for local calls
- After business hours, please include \$10.00/ hr. for building supervisor
- Free assistance with hotel accommodation

### **Catering Event Planning & Management Package**

- Conference Facilitation
- Catering management and coordination of meals
- Event Management
- Signage
- Free Parking
- Free AV Equipment
- Free telephone usage for local calls
- After business hours, please include \$10/hr. for building supervisor
- \$8.00 per person

### **Additional Event Planning & Management at Additional Cost**

- Advertising Options & Marketing Assistance
- Copies (\$.030) per copied page
- Access to fax machine (\$.30) per page
- Internet Usage \$30.00
- Coffee: \$20.00 per coffee pot (this includes cream, sugar, stirrers and cups)
- Kitchen usage (\$50.00)
- Additional charges will occur for supplies
- Rental fee increase by \$5.00/hr. when renting more then 5 hours