



**Tifton Welcome Station  
Room Rental Contract**

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**NO ALCOHOL ALLOWED**

Contract Date \_\_\_\_\_ Event Date \_\_\_\_\_

Renter's Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Secondary Phone#: \_\_\_\_\_

E- Mail Address \_\_\_\_\_ Type of Event/Purpose \_\_\_\_\_

Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_ Expected Attendance \_\_\_\_\_

**Room Type (Check selection in grey space)**

Room Type		Business Hours (8am-5pm)		After Hours
				Total After Hours Fee
Board Room		\$30.00 / Hour		\$45.00 / Hour
Conference Room		\$45.00 / Hour		\$60.00 / Hour
Sun Room		\$45.00 / Hour		\$60.00 / Hour
Deposit				\$300.00

\* Payable in cash or via check to Downtown Development Authority of the City of Tifton (DDA).

The renter is responsible for cleaning the building and placing the chairs and tables back in its original set up. The renter understands that he/she is also responsible and will be charged (if applicable) for any/all damage to the building and/or its' contents.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Rental Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Scheduled Building Supervisor \_\_\_\_\_

**Renter has received a copy of the rental rules and regulations:**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tifton Welcome Station**  
**Room Rental Rules & Regulations**

I/We \_\_\_\_\_ do hereby agree to the following rules and regulations concerning the use of the Welcome Station Complex and surrounding premises.

1. The activity during the lease period stated on the contract must be a legal, wholesome event. The City of Tifton and the Downtown Development Authority (DDA) reserves the right to deny leases that will go against normal business practices.
2. The City of Tifton and the DDA 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 and the DDA 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, DDA, Main Street Program and the 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, DDA, Main Street Program and Welcome Station.
4. Renter /applicant agrees to hold The City of Tifton, DDA Main Street Program 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 rental room property while the facility is leased in the applicant's name. Furthermore, the renter/applicant does agree to accept full responsibility of any damages that occur during the time the facility is contracted or leased.
5. Renter agrees to pay DDA for all repairs resulting from damages while the facility is rented in applicant's name. This includes a forfeiture of my rental deposit and possibly additional expense may be incurred by me (the renter) to cover the cost of any damage.
6. Renter agrees to pay for the use of the rental rooms, no later than 1 month prior to the event. (See application for fee scale). Not complying with this rule could result in cancellation. 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 in order to receive a refund. A refund will not be received at all if the event is not canceled within a 30 day period prior to the rental date.
8. Agree that the contractual **balance shall be paid in full 30 days in advance** of the event date. If at time of scheduling the event, the date is within 30 days of contract, payment in full is due upon signing of contract. We do not hold rental dates without payments and a contract that has been complete by the renter.
9. Agree to be responsible for making arrangements for set up and clean up.
10. I am aware that the rental fee schedule does include fees for a building supervisor.
11. Agree to have a building supervisor for any after hour events.
12. Agree to have responsible attendants on site for the entire function.
13. Will not allow any person attending the function to possess any firearm, knife, or other weapon while present on the Center's property during my function.
14. Renter consents to Police officers patrolling the parking lot and entering the building during my function.
15. **Smoking or drinking alcoholic beverages or any illegal substance is prohibited on the premises.**

16. The facility will be left in the same condition as it was found. This includes sweeping, mopping, and cleaning fingerprints off of the glass, doors, etc. Failure to do so will result in forfeiture of the **\$300.00** deposit and exclusion of future rental of the center.
17. Will ask any unwanted persons at my function to leave at once, and should they fail to do so, I will call the City Police Department at 382-3132 and request assistance.
18. Agree to pay for the use of the Welcome Station as stated in the fee schedule attached.
19. Understand and agree that if staff from the City Manager's Office, Main Street office, or Police Department observes inappropriate activities, that they have the authority to remove me and my party from the premises and lock the building.
20. In the event that the applicant's function should last longer than the approved rental hours noted on the application, the applicant will be required to pay for additional facility rental hours and additional payment to the building supervisor will be required by the renter in cash.
21. Building Supervisor has the final discretion of continuation of event considering the following:
  - (a) Conduct and demeanor of event participants;
  - (b) Safety of supervisor and event participants, and
  - (c) Probability that City property may be damaged or abused.
22. Renter agrees that he/she cannot post, tape, staple glue, glow sticks or affix anything to the walls, windows, doors or furnishing at any time.
23. A \$300 deposit is required and may be withheld without and not returned to the renter if the renter or anyone within this renter party deviates from any of these rental rules.
24. Any carpet stains must be cleaned and may result in a forfeit of your rental deposit and we may ask for additional funds from the renter to conduct professional carpet cleaner services.
25. If markings, stains, finger prints, etc. is left on the wall, a forfeiture of your deposit may occur.
26. Renter cannot move furnishing or anything within the meeting space. Renter can move the table and chairs **ONLY** during the set up. Table and chairs must be set up in classroom style before renter leaves. No other furnishing, art, etc. can be moved.
27. Agrees not to drag tables and chairs during set up and break down.
28. Agrees to bring my own trash bags/liners, cleaners and supplies.
29. All trash cans located in the meeting room, bathroom, and kitchen must be emptied and stored in trash bags and placed in big trash cans located outside. New trash can liners should be replaced in all trash cans.
30. All rental space including bathroom and kitchen must be swept, vacuum, and mopped.
31. All table and chairs should be cleaned and wiped down.
32. No trash can be left on the grounds.
33. All events must be concluded by 11:00 p.m.
34. **If kitchen facilities are used**, I agree that the kitchen will be cleaned, swept, mopped, and in order. I understand that the Downtown Development Authority, City of Tifton or the Welcome Station does not supply pans, utensils, coffeepots, etc. The rental party is responsible for any kitchen necessities. If the kitchen is not cleaned, the renter's deposit will be forfeited.
35. Agree that when leaving the building all lights will be turned off and the doors securely locked.
36. Agree to sponsor my event for only the hours reserved as per my contract. Any additional hours must be paid for. My contract must include set up and clean up time.
37. Agree to have the building cleaned within rental time as set within the contract.
38. **Agree that my deposit can and may be withheld if anyone who interacts, participates, or is involved in my event violates any rules within this contract. I understand that this rule will strongly be enforced if such action where fighting, smoking in non-smoking areas, and potential indications of drinking alcoholic beverages are involved.**
39. Agree that children must be monitored and accompanied by an adult at all times.
40. Agrees that if I am charging fees at my event, I must include a business license along with rental application. Business licenses can be obtained at City Hall tax office.

- 41. Agree and acknowledge that falsification of application shall result in cancellation of event and forfeiture of all fees, deposits and full obligation to on site City of Tifton Building supervisor.
- 42. I understand that if I or participants at my event are involved in violations of any of these rules, The Downtown Development Authority of the City of Tifton has the discretion of not renting the building to me again.

**Failure to follow any of the above will forfeit your deposit fee and further rental of the facility.**

*We ask your help in keeping our Welcome Station building in good condition. We thank you for your consideration and patronage of using our facility.*

**Signature of Person Renting Facility and agreeing to terms:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## **BUILDING SUPERVISOR**

**I understand that there will be a supervisor present at my event. I understand that all supervisory fees are included in the rental charges.**

\_\_\_\_\_  
**Renter Signature Applicant**

\_\_\_\_\_  
**Date**

**NOTE: Reservation can only be confirmed after a \$300 deposit has been issued to the Downtown Development Authority of the City of Tifton (DDA) along with a completed application packet.**

**The Renter Party is responsible for cleaning the building after each use by the scheduled time on the application. The renter applicant is also responsible for his/her own set up.**