

# GRADY CULTURAL CENTER

101 First Street NW \* Cairo, Georgia 39828 \* 229-377-1722 Ext. 187 \* Fax 229-378-3004  
For Maintenance, Troubleshooting, or Emergencies, call Robert Dykes 229-378-7405

## Facility Rental Contract

### Lessee Information:

Renter's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Secondary Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ \*Email \_\_\_\_\_

### Event Information:

Grady Cultural Center:  
Gallery (capacity 56 people) - Gathering Hall (capacity 950 standing; 640 seated)  
Event Date \_\_\_\_\_ Number to Attend \_\_\_\_\_  
Type of Event \_\_\_\_\_ Alcohol Present/Served \_\_\_yes or \_\_\_no

### Service Personnel:

If alcohol is present or served during an event, lessee is responsible for adhering to city, county, and state ordinances including paying per hour for **TWO** uniformed **Cairo Police Department** officers to be present during event. Lessee is responsible for payment to the officers and should contact Shanda Brinson at the Cairo Police Department.

**Note: Alcohol consumption in parking lot is prohibited.**

**City Police 378-3096, ext. 173 (Shanda) \* Fax 377-2998 \*Email: sbrinson@cairopd.com**

City Police Officers \_\_\_\_\_  
Phone Number \_\_\_\_\_ Badge Numbers \_\_\_\_\_

### Fee Information: Please see Grady Cultural Center Fee Schedule.

Gallery/Gathering Hall Rental Fee: \$ \_\_\_\_\_  
Extra Day Rental Fee: \$ \_\_\_\_\_  
Security Deposit: \$ \_\_\_\_\_  
TOTAL DUE: \$ \_\_\_\_\_

\*\*\*Booking Deposit: \$ 500 Date Paid: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

1/2 of rental fee due 3 mos. prior to event - Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount \$ \_\_\_\_\_

Final payment due 45 days prior to event - Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount \$ \_\_\_\_\_

\*\*\*Security Deposit (Due 45 days prior to event): Weekday \$ 250, Weekend \$ 750

Date Security Deposit Paid: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

**Any unpaid balance less than 45 days prior to event will result in loss of booking and all payments already received.**

Payments should be made at Cairo City Hall, 119 North Broad Street, Cairo, Georgia or mailed with a postmark on or before due date to: City of Cairo, Grady Cultural Center, P.O. Box 29, Cairo, Georgia 39828.

\_\_\_\_\_  
Name of Lessee

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

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## Facility Rental Contract Fee Schedule

For the following rates, a weekday is defined as any day from Monday through Thursday for a 24-hour period and a weekend is defined as Friday through Sunday for a 72-hour period. The weekend daily rate is for a 24-hour period and only applies to rentals booked 30 days **or less** in advance of the event date. The Security Deposit is a per event charge.

### **Gallery & Gathering Hall**

#### **Rental:**

Weekday –	\$750.00
Weekend –	\$2,500.00
Weekend Daily Rate –	\$750.00
Additional Weekday –	\$100.00
Additional Holiday Rate (Federal Holidays)	\$250.00
(Holiday rate applies to weekday or weekend, per day charge)	

#### **Security Deposit:**

Weekday –	\$250.00
Weekend –	\$750.00

If alcohol will be present at the event, renter will be required to contact Cairo Police Department for the hourly rate for the two uniformed Cairo Police Department officers who must be present during the event.

**Signature of Lessee** \_\_\_\_\_ **Date** \_\_\_\_\_

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## Facility Rental Contract Special Event Information

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In consideration of the payment of the rental fee and the agreement of the Lessee to comply with this Contract, the Grady Cultural Center agrees to make the space requested to rent available to the Lessee for the dates and times set forth in this agreement, and to make available rented tables and chairs, and place trash cans in the space rented. By signing this contract, Lessee agrees to observe all the conditions set forth in the following and agrees to abide by them in full:

Please initial each section in the underlined area, indicating your agreement to comply with all statements therein and sign on page 5 as your acceptance of contract terms.

### **Payment**

**Deposits** – A booking fee of \$500 is due to reserve a particular date and will be deposited upon receipt. The booking deposit is applied toward your rental fee and is refundable up to fourteen (14) days after booking and will be refunded by check and mailed to the renter at the address on the contract within thirty days. The refundable security deposit must be paid in full when the final payment of the rental fee is due and will be deposited upon receipt. The security deposit less any amount withheld for damage and/or for failure to clean properly will be refunded by check and mailed to the renter at the address on the contract within thirty days. If any material damage beyond normal wear and tear is sustained by the Grady Cultural Center buildings, property, or rental equipment as the result of actions taken by the Lessee, the Lessee's service personnel, or the Lessee's guests, Lessee agrees to compensate the City of Cairo for damages and repairs at the rate twice the cost of repairs and damages. If the security deposit is insufficient to cover the cost of repairs, the Lessee will continue to be responsible and will be billed by the City of Cairo.

**Rental Fee** – 1/2 of the remaining rental fee after booking fee is paid is due 3 months prior to the event and the remaining balance of the rental fee must be paid in full 45 days prior to the event.

The Lessee may pick up the key to the Grady Cultural Center between the hours of 9:00 a.m. and 5:00 p.m. on rental day by contacting Robert Dykes at 229-378-7405. Additional weekdays for set-up may be granted at the rates listed on the Fee Schedule. Failure to return the key to Robert Dykes by the following business day at 9:30 a.m. will result in being charged for an additional day at the applicable rate on the fee schedule.

\_\_\_\_\_ Initial

### **Liability**

The Lessee agrees to conduct the event in accordance with all applicable laws, regulations, ordinances, and Grady Cultural Center policies. Lessee hereby agrees to hold harmless the Grady Cultural Center, the Cairo Downtown Development Authority, the City of Cairo, and their agents, employees, officers, and trustees and indemnify the Grady Cultural Center, the Cairo Downtown Development Authority, and the City of Cairo against any claims,

losses, damages, expenses (including court costs and attorney's fees) in any way caused by, arising from, or connected with the event or use of the Grady Cultural Center. When leasing the Grady Cultural Center for a special event, the Lessee, the Lessee's caterer, the Lessee's vendors and contractors, and the Lessee's guests must agree to the conditions set forth in this contract. It is the responsibility of the Lessee to communicate these conditions to the various service people working the event and to the guests. The Lessee will be held responsible for any violations of the Grady Cultural Center's established rules and regulations. Lessee is also responsible for having **TWO PAID UNIFORMED CAIRO POLICE DEPT. OFFICERS** present if alcohol is present or served at the event. **Lessee agrees to deny alcoholic beverages to any person who appears to be inebriated or underage. The Grady Cultural Center assumes no responsibility or liability for the consequences of over-indulgence of alcoholic beverages.** If a person consumes alcohol in excess and later is arrested for breaking a law, such as DUI, Lessee is responsible, not the Grady Cultural Center, because the Lessee made available and served the alcohol. Lessee assumes the responsibility for any injury sustained by guests who might over-indulge in alcoholic beverages.

**Note: Alcohol consumption in parking lot is prohibited.**

\_\_\_\_\_ **Initial**

### **Facility Hours**

All guests will clear the premises no later than 1:00 a.m. on weekdays and Sunday, and no later than 2:00 a.m. on Saturday. For security purposes, if any work is needed to be done during legally closed hours, the police department must be notified at least one (1) day in advance.

### **Fixtures**

**Decorations, signs, banners, lights, and similar materials may not be taped, nailed, tacked, stapled, screwed, glued, or otherwise attached to ceilings, doors, walls, glass, columns, painted surfaces, or brick walls.** Bungee cables wrapped around the post are a secure method of attaching decorations. **Confetti, glitter, birdseed, and rice are prohibited inside the building.** You should not cover the glass windows to prevent viewing from the outside. Damage resulting from improper installation will be charged directly to the Lessee and taken out of the security deposit. Permanent directional signs, graphics, and exit corridors should not be blocked in any way.

\_\_\_\_\_ **Initial**

### **Furniture**

Included in the rental fee are the use of approximately 350 chairs, 44 – 60" round tables, and 4 – 8' banquet tables. **Lessee is responsible for set-up of tables, wiping down tables and chairs, and returning chairs and tables used to the storage room.** Please stack chairs 8 high. Chair dollies may be used for moving to and from the storage room.

\_\_\_\_\_ Initial

**Smoking**

There will be no smoking inside the Grady Cultural Center. If the fire alarm sounds as a result of Lessee's or guest's smoking, the Lessee will pay all fees charged by the fire department. Illegal substances are banned from the property of the Grady Cultural Center.

\_\_\_\_\_ Initial

**Kitchen / Caterer**

Compliance with catering rules is ultimately the responsibility of the Lessee. Caterers should be licensed and insured. If approved by management, food, beverages, equipment, etc. may be brought in the day before the event. **Lessee must let Grady Cultural Center staff know if the stove will be used.** Caterers are to provide their own assistants to unload, set up, and clean up. The caterer is also responsible for clearing away dishes during the event. Caterers are to supply their own supplies, such as paper goods, cleaning supplies, condiments, utensils, etc. Caterers are responsible for maintaining the cleanliness in the kitchen during the event. Caterers must not at any time discard food or any solid items into drains. Kitchen noise must be kept to a minimum during an event in the Gathering Hall. All doors to the kitchen must be closed during a performance or event in the Gathering Hall. **Kitchen must be left in the same condition in which it was found, including a clean stove, prep tables, and empty cooler. No food items should remain.** Any items remaining in the kitchen after the key has been returned will be discarded.

\_\_\_\_\_ Initial

**Signature of Lessee** \_\_\_\_\_ **Date** \_\_\_\_\_

For Maintenance, Troubleshooting, or Emergencies, call **Robert Dykes at 229-378-7405**. In the event this number cannot be reached Lessee can contact the **City of Cairo After-Hours number, at 229-377-2489**, when experiencing issues with A/C and Plumbing. Please identify to the on-call server that you are renting the Grady Cultural Center and describe your issue.

# Grady Cultural Center Rental Contract Close-Out Procedures

## **MUST INITIAL ALL IN FINAL CHECKLIST AND RETURN WITH FACILITY KEYS**

\_\_\_\_\_ Please make sure that **ALL** trash cans are emptied, and any loose trash is placed in the large green trash receptacle located to the south of the facility next to the railroad tracks.

\_\_\_\_\_ All trash must be picked up from outside areas adjacent to the GCC building including the GCC parking lot (across from the Cairo Police Department).

\_\_\_\_\_ All used tables and chairs wiped down.

\_\_\_\_\_ Fold tables and return to storage room; stack chairs 8 high and return to storage room (chair dollies may be used).

\_\_\_\_\_ If mopping any spills, do not use a heavy chemical product such as bleach – use only clear water.

\_\_\_\_\_ Turn out all lights and make sure EVERY door to the facility is locked, including the kitchen doors and all outside doors.

\_\_\_\_\_ **Turn all air conditioning or heating units to 74 degrees prior to returning key.**

\_\_\_\_\_ Unless other arrangements are made, all of Lessee's personal objects and all objects belonging to any of Lessee's service personnel must be removed from the Grady Cultural Center immediately after the event has concluded. *The Grady Cultural Center assumes no responsibility for any item or object left unattended at the Grady Cultural Center before or after the Lessee's event.*

\_\_\_\_\_ Return rental key to staff member during walk-through.

**Failure to comply with these conditions may result in a partial or full forfeiture of the security deposit.**

**Signature of Lessee** \_\_\_\_\_

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

**GCC STAFF Signature** \_\_\_\_\_

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

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## Facility Rental Contract • Special Charges Post-Event

**\*\*Charges may be taken out of your security deposit for the following reasons\*\***

### Facility Charges:

Failure to return tables / chairs to storage	\$175
Failure to empty trash	\$100
Leaving facility excessively dirty	
- Removal of oven trays	\$25
- Food/drink spills or litter on floor	\$50-150*
- Stove/ovens dirty	\$50
- Littering grounds of GCC	\$150
Failure to Leave Air Conditioner or Heater on 74 degrees	\$250
Failure to return building key	\$100

### Damage Charges\*:

Damage to walls inside GCC	\$50*
Damage to walls outside GCC	\$75*
Damage to windows/per window	\$150*
Damage to doors/per door	\$250*
Damage to chairs	\$100 per item
Damage to tables	\$50 per item
Damage to walls	\$100
Damage to antique columns	\$100 per column

**\*If repair or cleaning cost exceeds price listed, charges will be incurred double the repair cost.**

Damage to anything else in the GCC not listed in this pricing guide will result in charges incurred at double the repair cost.

\_\_\_\_\_ **Initial**

By signing below, I, the Lessee, acknowledge that I have read, understand, and agree to abide by the terms of this contract, the event rental policies as written, and the constraints of my chosen rental package, including all the terms required therein and all charges incurred during the course of the rental. I understand that if I or anyone related to my event fails to meet the terms of this contract, including any and all rules or regulations set forth by these documents which pertain to my rental of the property, I personally or my organization will be financially responsible, up to and beyond the amount of my security deposit, for all charges incurred related to my event.

**Signature of Lessee** \_\_\_\_\_ **Date** \_\_\_\_\_