



FACILITY RENTAL AGREEMENT

CONTACT INFORMATION

NAME OF GROUP/ ORGANIZATION _____

CONTACT NAME _____ ON SITE ONTACT _____

PRIMARY PHONE _____ ALTERNATE PHONE _____

EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EVENT INFORMATION

DATE(S) REQUESTED _____

TYPE OF EVENT _____

RENTAL START TIME _____ RENTAL END TIME _____

PLEASE INCLUDE ROOM SET UP & BREAK DOWN DURING YOUR SCHEDULED TIME

EVENT START TIME _____ EVENT END TIME _____

ESTIMATED ATTENDANCE _____

EVENTS OVER 100 PEOPLE WILL REQUIRE POLICE TO ATTEND

HOW DID YOU HEAR ABOUT US?





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RENTAL RATES

Space	Maximum Capacity	Rental Times	Rates
Event (Training) Room	68	Hourly	\$75.00
Game Room*	62	Hourly	\$50.00
Studio	N/A	Hourly	\$75.00
Podcast Room	N/A	Hourly	\$75.00
Kitchen	N/A	Hourly	\$75.00
Patio	N/A	Hourly	\$20.00
Basketball Court	N/A	Hourly	\$25.00
Building Lockdown*	130	Hourly	\$200.00

***Game Room rental includes video games**

***Building Lockdown includes the Event Room, Game Room, Kitchen Refrigerator, Patio, and Basketball Court. Addition rates will apply to cook in the kitchen.**

***Inquire about special pricing for nonprofit organizations**





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Please initial that you have read and understand each section.

_____ **ACCESS POLICY:** The Purpose Center reserves the right to grant access to its facilities to those groups or individuals whose activities are in harmony with the mission of The Purpose Center, and appropriate for family participation. For the safety and comfort of your party and other guests, all members of your party must enter through the front main entrance. All members and guests can exit the building at either end of the banquet halls, through the corridor located to the right of the Welcome Desk, or the main entrance.

_____ **THE PURPOSE CENTER MISSION STATEMENT:** The Purpose Center serves as a community resource and mentoring center that helps equip, educate and inspire at-risk youth and their families to overcome challenges and maximize their potential.

_____ **ALCOHOL & TOBACCO:** Private gathering are permitted to bring and serve alcohol **indoors only**. No exceptions. Alcoholic beverages may **not** be sold on the premises under any circumstance. The Purpose Center is a drug, tobacco, and weapons free facility and campus. Guests should be informed prior to arrival. Violations will result in the loss of security deposit and the Rental will end.

_____ **EVENT CONDUCT:** All groups shall comply with the policies and regulations as established by The Purpose Center for the facility to be used. Agreements may be cancelled at any time if there is evidence that untruthful statements in the applications occur. Noise levels will be monitored, and renter may be requested to reduce volume. Failure to conform will result in the loss of security deposit immediate event cancellation.

_____ **FOOD & BEVERAGES:** The Purpose Center does provide a resident caterer if requested. Renters must request a full menu. Pricing will vary based on menu selection. Food may be stored the day of the event. Food left after the event date will be promptly discarded.

_____ **DELIVERIES:** The Purpose Center does not accept responsibility for receiving or removing the property of the Renter, or the Renter's guests and will not provide any services in connection with deliveries and pickups. No deliveries will be accepted earlier than two (2) hours prior to the reservation time unless special arrangements have been approved by the Event Coordinator/ Purpose Center C.O.O.

_____ **DEPOSITS, FEES & PAYMENTS:** Rental security deposits are \$200 for any requested space.





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_____ **SET UP AND CLEAN UP:** Tables and chairs will be made available with your room rental. No aisles, walkways, or doors may be blocked. Please note that it is expected for the rooms) be left in the same condition it was in prior to the rental and violations will result in the loss of security deposit. All packaging, boxes, stage props, etc. must be removed prior to rental end. The Purpose Center will not be responsible for equipment or other items left in the building. The rented tablecloths are the responsibility of the Client to cover the tables. When finished, the tablecloths are to be removed and placed in the container provided by The Purpose Center. Set up changes within 48 hours cannot be guaranteed.

_____ **CANCELLATIONS AND TRANSFERS:** All event cancellations must fill out a cancellation form to be considered valid. Cancellations made more than 30 days from the event date will forfeit 10% of the deposit. The remaining amount will be refunded. Cancellations made less than 30 days from the event date will have a 7% penalty per day from the deposit and any payment made toward the event as cancellation fee.

If there is a refund, it will be refunded within 7 business days to the credit card originally used or by check if paid in cash, money order, or business check. Active-duty military are exempt from penalty in the case of emergency deployment. Military orders must be provided to receive a 100% refund.

_____ **AUDIO VISUAL:** The use and testing of any audio visual/technical equipment owned by The Purpose Center must be confirmed 14 business days prior to the event date and will be quoted on an individual basis. The Purpose Center is not responsible for the incompatibility of any presentation to our equipment. Only music suitable for a public facility will be allowed and its volume is subject to control by The Purpose Center. Audio/visual technical professionals are available for an additional fee of **25.00** per hour.

_____ **DECORATIONS:** Decorations must be free-standing. No open candle flames, glitter, confetti, bubbles, sparklers, or birdseed allowed. Decorations may not be taped, pinned, thumbtacked or in any way adhered to the walls, ceilings, floors, or furnishings. The use of Mounting Putty and Command Strips is permissible. **The release of balloons in our facility will result in the loss of your deposit.**

_____ **FEES AND PAYMENTS:** Upon confirmation of the event, a deposit is due immediately. Guaranteed guest count, final room set up, and Audio-Visual needs must be confirmed seven (7) business days prior to the event. At this time Final Payment is also due. ***Personal checks are only accepted for deposits.***





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_____ **SECURITY:** An Augusta-Richmond County ordinance requires that a representative from both the Police and Fire Departments to be present during a scheduled event over 100 people. The Purpose Center will contact each Department to make appropriate arrangements; however, the Renter will incur the cost of both services. Fees associated with these Special Duty Officers are **\$30.00 per hour**, per officer. Holidays are **35.00 per hour**, per officer. **All teenage parties will require a Police Officer.**

_____ **LIABILITY AND DAMAGE:** Renter is liable for theft and damage to The Purpose Center premises, equipment and property as a result of the event provided under this contract. The Renter is responsible for the proper conduct of its guests. The Purpose Center holds the right to add security as it sees fit, at a fee of \$25 per hour, per person. All cost is the responsibility of the Renter. The Renter will not hold The Purpose Center or any of its employees responsible for the failure to execute an event due to occurrences beyond their control, such as, but not limited to, acts of God, public emergencies or threats to the community. The Renter will be required to sign a Hold Harmless Agreement (included) in which the renter or renter's organization assumes the risk of injury to all persons who are on The Purpose Center property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises. The Purpose Center reserves the right to exclude or terminate any group individual deemed to be inimical to, or is at risk to. The Purpose Center, its property, interests, and mission.

_____ **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT:** In consideration of the privilege or using The Purpose Center property at 1650 Olive Road, Augusta, GA 30904, we agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group, in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Purpose Center, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, court costs and any other sums which The Purpose Center, its trustees, officers, members, and agents may pay or become obligated to pay for injury, including death, to person(s) or damage to property resulting from our use of said premises; Or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of The Purpose Center or its trustees, officers, members and agents, while acting within the scope of duties of such relationship to The Purpose Center.

_____ I hereby certify that I have the authority to sign this agreement for the organization identified above and am over 21 years of age.





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ADD-ONS

TECHNICAL & AUDIO/ VISUAL NEEDS (Please check all that apply)

_____ ITEM	PRICE
_____ Wired Microphones (2)	\$10.00
_____ Wireless Microphone (4)	\$40.00
_____ Flat Screen Televisions (2)	\$20.00
_____ Extension Cord	\$5.00
_____ Surge Protector	\$5.00
_____ Keyboard (Motif)	\$50.00
_____ Drums	\$50.00
_____ Tablecloths (1 Round)	\$5.00
_____ Portable Audio System	\$50.00
_____ Custom Room Lighting	\$15.00
_____ Stage Lighting	\$20.00
_____ Fog Machine (2 available)	\$10.00
_____ Audio Technician	\$20 per hour





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I hereby certify that I have the authority to sign this agreement for the organization identified above and am over 21 years of age.

APPLICANT SIGNATURE _____ DATE _____

EVENT COORDINATOR SIGNATURE _____ DATE _____

For Internal Use Only

Deposit Required to hold event: \$ _____ Due Date: _____

Estimated Cost of Event: \$ _____

Total Amount Due: \$ _____ Due Date: _____

Date to cancel by to receive full refund: _____

