



EST. 1872

Steve Hutchison
Mayor

Marty Meeks
Mayor Pro-Tem

Stephanie Bodie
Henry Byrd
Mary Ann Mitcham
Errol Mitchell
Willie Turner
City Council

Alex Cohilas
City Manager

Melissa Brooks
City Clerk

City of Hampton

Rental Information, Application, & Contract

Community Development Department
Hampton City Hall
17 East Main Street South
Hampton, Ga 30228
Phone: 770-946-4306
Abby Williams
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City of Hampton

RENTAL FACILITY PRICES

The cost of each rental facility is listed below. Please be sure to read all rules and regulations carefully and please complete the application and signature page along with initialing all pages that require an initial. If you have any questions or concerns, please call 770-946-4306. Rental requests submitted less than one month prior to event will require department head sign off; and may not be feasible.

<u>Rental Facilities</u>	<u>Maximum Occupancy</u>	<u>City of Hampton Residents/ Employees</u>	<u>Non-Resident</u>	<u>Security Deposit</u>
Historical Train Depot	85	\$750	\$1,000	\$250
Terry F. Jones Depot Park (Fountain Courtyard)	100	\$375	\$500	\$100
Glenn Mitchell Conference Room	35	\$50	\$100	\$50
Catherine Williams Com- munity Center @ Fortson Building (Larger Room)	110	\$250	\$350	\$100
Catherine Williams Com- munity Center @ Fortson Building +Garden & Gazebo	110	\$550	\$650	\$100
Catherine Williams Com- munity Center @ Fortson Building (Garden Only)	110	\$250	\$350	\$100
Catherine Williams Confer- ence Room (Smaller Room)	50	\$50	\$100	\$50
McBrayer Park Pavilion	50	\$25	\$50	\$25
Old Shop Property Land	300	\$100	\$200	\$100

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City of Hampton

GENERAL INFORMATION

- Reservations are taken in person at Hampton City Hall, located at 17 East Main Street South, Hampton, Georgia 30228 during business hours, Monday-Friday from 9 am-5 pm.
- Reservations are accepted on a first-come, first-served basis up to one year in advance of the rental date.
- You may tour the rental facilities during hours of operation, provided there are no events in progress. Please call City Hall, Department of Community Development, to schedule a tour.
- Rental times must include your set-up and take-down/clean-up time. Your rental has an 8-hour block for your event with exit time from the facility no later than 10 pm.
- To secure your reservation, a completed application and security deposit is required.
- All rental fees are due at least 30 days before your rental date.
- Renter is required to check-in and check-out with City of Hampton staff.

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MUNICIPAL CODES & REGULATIONS

- **Sec. 74-42. - Smoking prohibited in local government buildings.**
 - (a) *Smoking shall be prohibited in all enclosed facilities of, including buildings owned, leased or operated by, the State of Georgia, its agencies and authorities, and any political subdivision of the state, municipal corporation, the City of Hampton, or local board or authority created by general, local, or special Act of the General Assembly or by ordinance or resolution of the governing body of a county or municipal corporation individually or jointly with other political subdivisions or municipalities of the state.*
- Maximum occupancy changes with each facility and is strictly enforced. Excess occupancy will result in the immediate closure of event and subsequent fines.
- Fire code allows open flame candles, but they **MUST** be enclosed with a metal or glass container.
- All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- Renter is responsible for all fire charges and fines if the fire alarm sounds. The event will end at the time of the alarm.
- No permanent features of the Historic Train Depot may be changed. The use of nails, tacks, scotch/duct tape, screws or staples are not permitted for use on walls or woodwork.
- **Sec. 6-12. - Carrying alcoholic beverages upon city property prohibited.**
 - (a) *It shall be unlawful for any person to carry any alcoholic beverage into any building owned or leased by the city or upon any property owned or leased by the city.*
 - (b) *Any applicant for a special events registration under section 22-411 of this Code may request the city temporarily suspend this section to accommodate their special event. Any such request must be submitted in writing to the city manager along with the special event registration and be accompanied by a description of the area where alcohol is proposed along with a plan for containment, security, and to ensure no alcohol is served to anyone underage. Any such request must also be accompanied by a certificate of insurance showing insurance is in place for said special event naming the city as an additional insured.*
 - (c) *This section shall only apply to the following city-owned properties: 20 East Main, 16 Tom Eason Drive, 14 Old Griffin Road and Cherry Street.*

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City of Hampton

FACILITY RULES & CONDITIONS

- The renter shall assume full responsibility for the character, acts, and conduct of all persons admitted to the premises during the term of the event.
- Parking is available at each facility. Additional parking may be available upon request and may require an additional fee.
- Cooking is prohibited in the rental facilities.
- Sitting or standing on tables is prohibited. Renter will be fully responsible for any damaged tables or chairs.
- The rental facilities **MUST** be vacuumed and/or swept; all tabletops and chairs wiped clean, trash bagged and placed in receptacles at the rear of the Historic Train Depot.
- The City of Hampton is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- Subleasing the rental facilities is **NOT** allowed.
- Alcohol is **NOT** permitted without prior approval of council and an approved special event permit.

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CATERERS

- The renter is responsible for all actions of the caterer.
- Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.
- Caterers must have valid license and approval from Henry County Health Department to operate food service business and included with rental application.

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SECURITY DEPOSIT

- A security deposit is required for all facility rentals. Each additional room rental requires a separate deposit and fees. Security deposits are processed immediately upon receipt and will be returned two to four weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
 - ◆ Cleaning beyond the normal, daily City of Hampton staff duties.
 - ◆ Repairs or replacement due to structural or equipment damage.
 - ◆ Fire Department response due to false alarm or exceeding building capacity per the Fire Code.

⇒ The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.
- Facility inspections are conducted by City of Hampton staff prior to and immediately following events to determine the condition of the facility (including assembly areas, and restrooms).
- Security deposits will be refunded if all clean-up criteria met, the rental time is not exceeded, and no damage occurred to the facility or surrounding grounds in conjunction with event.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

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City of Hampton

RENTAL FEES & CHANGES

- All rental fees are due 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit/debit card (Visa, Mastercard). When using a credit/debit card, there is a \$3.00 administrative fee.
- Rentals scheduled 14 days prior must be paid with a credit/debit card or cash in full; including deposit required.
- Failure to pay all fees in full 30 days prior to the scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time. This fee will be charged or prorated at \$31.25 at 15-minute increments.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- Event time changes must be made 14 days prior to event.
- Event date changes will result in a \$50.00 service fee for each date change. Date changes must be made 30 days prior to event.
- No more than three date changes per event.
- Only the person(s) listed as "responsible" on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism.
- In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter. The City is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.

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RENTAL CANCELLATIONS

- Cancellation of reservations are subject to the following conditions and fees:
 - ◆ 90 days or more in advance of scheduled date, City will retain \$50 from rental deposit.
 - ◆ Less than 90 days from scheduled date, City will retain 100% of rental deposit and possibly rental fees (or portion thereof).
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be faxed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid.
- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

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City of Hampton

SIGNATURE PAGE

Failure to comply with all the City of Hampton's rental policies & procedures may result in loss of your deposit and/ or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies & rules outlined in the application and certify that I am 21 years of age or older.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Hampton all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I agree to indemnify and hold harmless the City of Hampton, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of the Historic Train Depot, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Hampton from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I understand that the City of Hampton (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I declare under penalty of perjury under the laws of the State of Georgia that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name _____ DOB _____

Signature _____ Date _____



CITY OF HAMPTON

Facility Rental Application

Date: _____

CONTACT INFORMATION	
Name of Organization (if any): _____	
Renter's Name: _____	Phone #: _____
Renter's Address: _____	
<input type="checkbox"/> <i>City of Hampton Resident</i> <input type="checkbox"/> <i>Non-Resident</i>	
Renter's Email: _____	

RESERVATION REQUEST	
Purpose (Banquet, Party-birthday, shower, etc): _____	
Facility Requested:	<input type="checkbox"/> <i>Historical Train Depot</i> <input type="checkbox"/> <i>Terry F. Jones Depot Park (Fountain Courtyard)</i> <input type="checkbox"/> <i>Glenn Mitchell Conference Room</i> <input type="checkbox"/> <i>Catherine Williams Community Center @ Fortson Library</i> <input type="checkbox"/> <i>Catherine Williams Community Center @ Fortson Library (Garden and Gazebo)</i> <input type="checkbox"/> <i>Catherine Williams Conference Room</i> <input type="checkbox"/> <i>McBrayer Park Pavilion</i> <input type="checkbox"/> <i>Old Shop Property Land</i>
Date Requested: _____	Expected # of Attendees: _____
Set-Up Time: _____	Start Time: _____
	End Time: _____
<small>(Your arrival time; included in 8 hour time slot)</small>	<small>(The start time of your actual event)</small>
	<small>(The time you MUST be out of the building)</small>
Everything MUST be clean and out by 10pm NO EXCEPTIONS	

SECURITY DEPOSIT	
All rental facilities within the City of Hampton require a security deposit. The security deposit must be a separate check from the rental fee. The security deposit may reserve the date you request but the rental fee <u>MUST</u> be paid in full 30 days before your event. The security deposit may be refunded <u>ONLY</u> if the premises are left in suitable order.	
Security Deposit: \$ _____	Check #: _____
Rental Fee: \$ _____	Receipt #: _____

This agreement grants the Renter the right to use and occupy the Rental Facility premises, including parking facilities, located in the City of Hampton, Hampton, Ga. 30228.

I have read, understood, and received a copy of the rental rules and regulations of the City of Hampton's rental facilities.

Renter Signature: _____ Date: _____

City Representative: _____ Date: _____

