



## Merchants Association of Columbia County Facilities Rental Agreement

### RENTERS INFORMATION:

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number(s): (w) \_\_\_\_\_ (c) \_\_\_\_\_ (f) \_\_\_\_\_

### EVENT INFORMATION:

Date(s) needed: starting \_\_\_\_\_ ending \_\_\_\_\_

Number of guest (approximate): \_\_\_\_\_

Number of vehicles (approximate): \_\_\_\_\_

Deputy required: (circle) YES NO Number of Deputies required: \_\_\_\_\_

Alcohol served: (circle) YES NO Permits required: (circle) YES NO

### RENTAL FEES: (COMPLETED BY MACC RENTAL AGENT)

Building: \_\_\_\_\_

Kitchen: \_\_\_\_\_

Grounds: \_\_\_\_\_

Clean up: \_\_\_\_\_

Damage: \_\_\_\_\_

Deposit returned 10 to 14 days after function

Additional: \_\_\_\_\_

**Total fees:** \_\_\_\_\_

Deposit: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Balance: \_\_\_\_\_

Due Date: \_\_\_\_\_



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### RENTAL POLICIES AND PROCEDURES:

The Columbia County Fairground is available for rent by any MACC (Merchants Association of Columbia County) member, group, or corporate organization for either private or public events. Public events may require additional security and liability insurance. The MACC Rental Agent will review each event application and make final a determination what additional arrangements may be necessary.

No event date(s) will be held without an accepted application and paid deposit. The MACC rents the fairgrounds on a first-come, first serve basis.

Sales of merchandise, food and beverages etc. must be approved by MACC Rental Agent prior to the event date. Proof of business license may be required and must be verified.

Alcoholic beverages may only be served or sold in accordance with County ordinances and successful documentation of a "Single Day Event Permit". If it is a public event, a Columbia County deputy must be scheduled through the Columbia County Sheriffs office. MACC Rental Agent will determine the number of deputies required.

The renter is responsible for all payments to security personnel which must be paid on the date of the event. When additional MACC staff is required, fees will be imposed based on the number and length of time the additional staff is required.

Removal of all items brought in by renter and clean up of fairgrounds must take place on the day, or final day, of the event. The MACC or its staff may NOT be held responsible for any lost or stolen items brought into fairgrounds by renter.

No paper products, dish detergents or cleaning supplies are provided with this rental.

Renters are responsible for providing their own trash bags.

All Trash containers must be left clean and any trash on grounds and/or parking lot must be picked up and put in dumpsters to avoid additional clean-up fees. If kitchen area is used, the tables must be put back in the same position as they were found.

Only **Coca Cola** products may be served at any public event(s). Only **Waste Management** can be used for trash service.

A signed contract and fifty (50%) of the rental fee are due and must be received and confirmed by Rental Agent before a rental is guaranteed. If the contract is faxed or emailed, only after the renter has received a confirmation via email or a telephone call, can the contract be considered a guarantee.



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Upon arrival, renter will be greeted by a MACC member assigned to oversee the event. The member will conduct a walk through of the facilities with the renter. At the end of the rental contract a member will conduct another walk through to insure the facilities has been properly maintained. If any problems are noted, appropriate deductions will be made to the damage deposit.

All final balances, including a refundable damage deposit, are due no later than one (1) week prior to the event date. If all rental requirements are met and the facility is left clean and undamaged, the damage deposit will be returned by mail, 10-14 working days after the event.

In the event of damage or additional cleaning requirements, any remaining balance will be returned with an explanation of deductions. If the fees exceed the amount of the damage deposit, an invoice will be sent. Payment is expected in full when the bill is received. If the charges are unpaid for more than thirty (30) days; a late fee of 10% will be assessed every month thereafter and added to your outstanding balance.

Renter will assume all responsibility for persons using the fairgrounds and any food or drink items served. MACC or its staff may **NOT** be held liable for any injury that occurs during the use of the fairgrounds.

### **CANCELLATION POLICY:**

Cancellation must be made in writing to be accepted and processed. A twenty five dollar (\$25.00) administrative fee will be charged for any cancellation. If cancellation is made within 24 hours of the initial contract, any refund will be processed minus the processing fee. Weather conditions must be monitored closely for all events. If weather conditions are expected to prevent an event these choices may be given. 1) If the event is more than 5 days away, the client will be given an option: "Rain Check" selection of a new date or cancel and lose fifty (50%) of the rental fee, or 2) If the event is less than 5 days away and client cancels, seventy five (75%) percent of the rental fee is lost. Damage deposit will be refunded.

### **RENTER ACCEPTANCE:**

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless the MACC and the fairgrounds from any claims of any kind, including but not limited to: attorney fees arising from the use or occupation of the premises by renter, renter's guests, invitees, agents, employees or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of clean-up and/or damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the fairground and its property.



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The rental procedures, rental facts, house rules and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event the MACC learn that the renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability. Any violation will bar said renter from future rental of fairgrounds.

MACC retains the right to stop any event if excessive noise or inappropriate behavior occurs.

Final payment must be made prior to the event date.

Renters must be at least 21 years of age to sign rental contract. No function will take place without adult supervision. Person who signs this contract must be present for function.

Please return page 1 and page 4 of this application to:

Mike Zapata  
475 Old Evans Rd.  
Evans, GA 30809

Questions call 706-825-2222  
or email [kelleyelectrical@yahoo.com](mailto:kelleyelectrical@yahoo.com)

### PLEASE INITIAL THE FOLLOWING:

I have read and understand the House Rules: \_\_\_\_\_

I have read and understand the Cancellation Policy: \_\_\_\_\_

I have read and understand the Alcohol Policy: \_\_\_\_\_

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MACC Rental Agent

\_\_\_\_\_  
Date