

Morrow Tourist Center Facility Leasing Agreement

Morrow Tourist Center is owned by the City of Morrow and is available for use by the public subject to certain rules and regulations. The facility is handicap-accessible. The total capacity permitted by the fire department inside the Tourist Center is 50 people for a seated event and 100 people for a standing-room-only event. The total capacity permitted on the back porch is 50 people for a seated event and 100 people for a standing-room-only event for a combined total of a maximum of 100 people for a seated event and 200 people for a standing-room-only event.

I. Fees and Deposits

1. The leasing fee is \$400, which includes use of Morrow Tourist Center for 5 hours; 10 tables (48" round, seats 4 or 5 people); 50 chairs; 4 rectangular tables for food/beverages/displays; and 2 staff members for setup, breakdown and event assistance. ***The 5-hour time period includes time for cleaning up at the end of your event.*** _____ **Initial**
2. A refundable security deposit of \$200 will be added to your total leasing fee. The refundable security deposit will cover any damages to the facility or its furnishings. The facility must be completely vacated at the time stated in the rental agreement or additional charges will be deducted out of the security deposit. If none of the above applies, the full security deposit will be refunded by mail within ten (10) business* days. _____ **Initial**
3. If any additional tables and chairs are needed, they must be rented from Morrow Tourist Center for an additional fee. _____ **Initial**
4. A deposit equal to 50% of the total leasing fee is required in order to reserve the facility. The balance is due fourteen (14) business* days prior to the reserved date. _____ **Initial**
5. Acceptable forms of payment include cash, personal or business check. _____ **Initial**
6. If Morrow Tourist Center is leased less than fourteen (14) business* days prior to the reserved date, the entire leasing fee plus the security deposit must be paid in full. Acceptable forms of payment include cash, personal or business check. _____ **Initial**
7. Individuals reserving the Tourist Center must be at least 21 years of age and present valid photo identification. _____ **Initial**

**Morrow Tourist Center is open for business Tuesday through Saturday from 9:00am until 5:00pm.
The Tourist Center is closed Sundays and Mondays.*

II. Rules and Regulations

1. Morrow Tourist Center may be reserved during the following time periods (**exceptions can be made on a case by case basis, please contact the Tourist Center at 770-968-1623**):
Sunday (12:30pm - 11:00pm)

Monday (9:00am - 10:00pm)

Tuesday through Saturday (5:00pm - 11:00pm) _____ **Initial**

2. The facility can not be leased past 11:00pm. **The property must be cleared within thirty minutes after the event.** _____ **Initial**
3. Individuals or groups reserving the facility are responsible to the City of Morrow for any damages to walls, paint, floors, tables, chairs, fixtures, plumbing, electrical and sound equipment, landscaping, or any other interior and exterior content, fixture, and furnishing of Morrow Tourist Center. Intentional or unintentional damage to the property or damage occurring from negligence (including unintentional damage caused by unsupervised children) could result in legal action. _____ **Initial**
4. Adult chaperones must be in attendance at all times if an activity will be attended by individuals under the age of 18. Children must be supervised at all times, including both inside and outside the building. Children are not allowed to run in the building or cause damage to the property. _____ **Initial**
5. The individual or group that reserves the Tourist Center is responsible for ensuring that the persons present in the facility comply with all applicable Morrow city ordinances. _____ **Initial**
6. Morrow Tourist Center is a smoke-free facility. As specified by Morrow city ordinance (Sec. 11-1-31. Smoke-free Air Act of 2006), smoking is prohibited inside the building and not closer than 25 feet from the building. _____ **Initial**
7. Advertisements or public announcements identifying Morrow Tourist Center or the City of Morrow should not be distributed without prior written approval from the director. _____ **Initial**
8. Proper etiquette (such as no profane language, proper dress, etc.) is expected in common areas, including the Tourist Center's restrooms, porch, parking lot, etc. _____ **Initial**
9. The lights inside and outside the Tourist Center will stay on at all times. If any lights are turned off by someone other than Tourist Center staff, a \$50.00 fee will be deducted from the security deposit. _____ **Initial**
10. If the Tourist Center's audio/visual equipment is used, the Tourist Center staff will be responsible for working the equipment. If the CD player is used, the lessee must bring CDs that are already mixed. If you are doing a program and certain music must be played at certain times, please have the music on one CD and in the order to be played. Tourist Center staff members can not be expected to perform disc jockey duties. _____ **Initial**
11. If the Tourist Center's projector and large television are leased to show a PowerPoint presentation or slideshow from a personal laptop computer, please schedule an appointment with the staff to bring the laptop to the Tourist Center before your reserved date. Tourist Center staff will make sure that your laptop is compatible with the Tourist Center's equipment. _____ **Initial**

12. If a professional disc jockey is hired for your event and is placed on the Tourist Center's back porch, the disc jockey's music must be turned down by 10:30pm because of the building's close proximity to hotels and subdivisions. The appropriate level will be determined by Tourist Center staff on duty. _____ **Initial**
13. If any changes need to be made to the set-up, **only the lessee and no other member of the party may request changes.** _____ **Initial**
14. The office area or inner circle of Morrow Tourist Center is not available for use by anyone other than Tourist Center staff. _____ **Initial**
15. The City of Morrow reserves the right to refuse the use of the facility to any individual or group that has, on a previous occasion, failed to comply with any terms and conditions stated in this agreement or any of the rules and regulations for the use of the facility. _____ **Initial**

III. Food and Beverage

1. Any alcohol on the premises must be provided by a caterer/bartender who has a current State of Georgia alcohol license. Alcohol brought to the Tourist Center by any other individual is strictly prohibited. No alcohol may leave the premises. _____ **Initial**
2. A uniformed City of Morrow Police Officer is required at any function serving alcoholic beverages. The officer must be on the premises for the entire event. A separate fee of \$150.00 will be assessed for this service. _____ **Initial**
3. Throwing food (including but not limited to wedding cake) may result in a reduction in or the loss of the security deposit refund. _____ **Initial**

IV. Decorations

1. Set-up times for decorations and other items must be coordinated with and approved by the staff of Morrow Tourist Center. _____ **Initial**
2. The staff of Morrow Tourist Center must be notified of and must approve the times for any and all special deliveries (i.e., florist, caterer, etc.). _____ **Initial**
3. All decorations must be removed at the end of any event. Any items left for more than 24 hours, without a phone call or prior approval, will be thrown away or become property of Morrow Tourist Center. _____ **Initial**
4. Confetti is allowed only as a table top decoration and must be completely removed from the premises during clean-up. _____ **Initial**
5. Rice and birdseed are not acceptable "send off" items. Rose petals, bubbles, and bells are preferred, and all are to be used outdoors only. _____ **Initial**

6. No open candles are allowed on the tables whether inside or on the back porch. All candles must be domed or contained in some way. Please check with the staff concerning centerpieces or decorations that include candles. _____ **Initial**
7. Balloons must be weighted. Balloons released to the ceiling may result in a reduction in or the loss of the security deposit refund. _____ **Initial**
8. No banners are allowed outside the Tourist Center. Please check with the staff concerning inside banners. _____ **Initial**
9. Other than pre-approved directional signage, no signs may be placed in the front, back and/or side lawn of the Tourist Center. _____ **Initial**
10. No nails, tacks, staples, tape, or other items should be used to hang objects anywhere in the building or on the premises. Staff will advise on the proper adhesion techniques of objects to be hung. _____ **Initial**
11. No items may be hung from wall lighting fixtures or fire suppression system sprinkler heads, alarm sensors, or any other unapproved fixture. _____ **Initial**
12. No furniture or equipment belonging to the Tourist Center is to be used or removed without prior approval. Otherwise, a reduction in or the loss of the security deposit refund could result. _____ **Initial**
13. Tables and chairs will be set up one day prior to the event, and changes to the arrangement can be made at that time. _____ **Initial**
14. No grills, deep fryers, etc., are permitted on the premises. _____ **Initial**
15. ***Failure to comply with any rules noted above may result in a reduction or the loss of the security deposit refund.*** _____ **Initial**

To ensure that your special event goes as planned, please ask any questions you might have concerning the building or the event itself.

A 10% discount is available for all City of Morrow employees and all City of Morrow residents. To receive the discount, the employee or resident must be the person who signs the contract and is therefore responsible for compliance with the contract. Also, a resident must show valid proof of residence (for example, a city water or trash bill).

Morrow Tourist Center staff has the right to amend any and all rules as deemed necessary.

Notice of Acceptance

I have read and understand the rules regarding the use of Morrow Tourist Center. As the lessee, I

acknowledge that I am responsible to the City of Morrow for any injury or damage that results from the failure to follow these rules, and the failure to follow these rules could lead to a reduction in or the loss of my security deposit.

I understand that by signing this agreement I release Morrow Tourist Center, Morrow Business and Tourism Association, the City of Morrow, and any affiliated employees and volunteers of all liability.

Signature of Lessee _____ Date _____

Morrow Tourist Center Facility Leasing Fees

Tourist Center Hours of Operation: Tuesday-Saturday 9:00am – 5:00pm

Morrow Tourist Center may be reserved during the following time periods:

- | | |
|---|--------------------------------------|
| ● Sunday (12:30pm – 11:00pm) | \$400.00 for 5 hours |
| Monday (9:00am – 11:00pm) | \$85.00 each |
| Tuesday through Saturday (5:00pm – 11:00pm) | additional hour
(or part thereof) |

- Price includes 10 tables (48" round), up to 50 chairs and 4 rectangular tables for food/beverages/displays. The front counter may also be used for food service and/or registration and display purposes.

- The following items may be added to the above price in order to accommodate more than 50 seated guests (if using inside and back porch):
 - Tables (20 max.) – 48" round, seats 4 or 5 people \$12.00 each
 - White Folding Chairs (100 max.) \$3.00 each

- If alcohol is served, a Morrow Police Officer is required. \$40.00 per hour

- Additional items available:
 - TV, DVD/CD Player, Large Projection Screen,
PA System with Cordless Microphone \$100.00

- Rehearsals may be scheduled during Tourist Center business hours for a maximum of 2 hours and must be scheduled in advance.

- The following items may be added to an event for an additional charge:
 - Coffee (regular or decaf) \$4.00 per carafe
 - 8 oz. bottles of Coke, Sprite \$1.00 each
 - 11 oz. can Georgia Peanuts (Salted) \$4.00 each
 - 11 oz. can Georgia Peanuts (Honey Roasted) \$4.00 each
 - Georgia Peanuts (3/4 oz. Souvenir Pack) \$0.25 each

Morrow Tourist Center Cancellation/Change-of-Date Policy

- Cancellations made up to and including ten (10) business* days after initially booking the event will receive a full refund. _____ **Initial**
- Cancellations made between eleven (11) business* days after initially booking the event through fifteen (15) business* days prior to the event will receive a full refund minus a \$100.00 administrative fee. _____ **Initial**
- Cancellations made five (5) business* days or less prior to the event will receive no refund. _____ **Initial**
- There is a \$50.00 change-of-date fee that applies if a secure event date is changed to another available date more than fourteen (14) business* days after initially booking the event. _____ **Initial**

**Morrow Tourist Center is open for business Tuesday through Saturday from 9:00am until 5:00pm.
The Tourist Center is closed Sundays and Mondays.*

I, the Lessee, have read and understand the policies stated above. If I cancel or change my event date, I agree that I will comply with these policies.

Signature _____ Date _____

Morrow Tourist Center Alcohol Agreement

- Alcohol must be provided by a licensed caterer/bartender. _____ **Initial**
- The caterer/bartender must have the license present at the event and must present the license to the police officer upon arrival at the Tourist Center. _____ **Initial**
- A uniformed City of Morrow Police Officer is required at any function serving alcoholic beverages. The officer must be on the premises for the entire event. _____ **Initial**
- The City of Morrow and Morrow Tourist Center are not responsible for the Lessee's guests if they choose to drink irresponsibly. _____ **Initial**
- The Lessee assumes all responsibility for their guests and releases the City of Morrow and Morrow Tourist Center from any liability. _____ **Initial**

I, the Lessee, have read and understand the policies stated above and agree to abide by them.

Signature _____ Date _____

Morrow Tourist Center Leasing Agreement

Please complete this form with the details of the leasing function.

Type of Function _____ Number of Guests _____

Day of Week _____ Date _____ Time _____

Name of Lessee _____

Mailing Address _____

Phones: Home _____ Work _____ Cell _____

Email _____

Caterer/Bartender to be used _____

Event Coordinator _____ Coordinator's Phone Number _____

Leasing Fee \$ 400.00

Discount (if applicable) – \$ _____

Number of Extra Tables Needed _____ Cost \$12.00 each Total \$ _____
(10 provided free; 20 max.)

Number of Extra Chairs Needed _____ Cost \$3.00 each Total \$ _____
(50 provided free; 100 max.)

Audio/Visual Equipment (check if needed) _____ Cost \$100.00 Total \$ _____

Morrow Police Officer (required if alcohol is served) Cost \$40.00/hr. Total \$ _____

Additional Leasing Hours _____ Cost \$85.00/hr. Total \$ _____
(event must conclude by 11:00 p.m.)

Security Deposit \$ 200.00

Total Leasing Fee \$ _____

Deposit Amount (50% of Total Leasing Fee above) \$ _____

Balance Due Date _____ Remaining Balance \$ _____

I agree to abide by the Morrow Tourist Center Facility Leasing Agreement and the Morrow Tourist Center Alcohol Agreement. I also certify that the information given in this leasing application is true.

Signature of Lessee _____ Date _____

Morrow Tourist Center Exit Checklist

To ensure that Morrow Tourist Center will be ready for normal operations the next business day after your event, the following procedures must be adhered to:

- Thirty minutes before your designated exit time, please begin cleaning and breaking down your event.
- Please make sure that all tables are cleaned off.
- All garbage, including any from the back porch garbage cans, must be taken to the dumpster.
- Please make sure the floor is swept and all spills are cleaned up.
- Grounds, parking lot, and auxiliary areas must be litter-free.
- Please make sure all guests have left both the building and the parking lot by the designated time. Property must be cleared within thirty minutes after the event.
- Failure to meet the conditions of the exit checklist will result in the forfeiture of some or all of the security deposit of \$200.00.

I, the Lessee, have read and understand the policies stated above and agree to abide by them.

Signature _____ Date _____