



EUBANK BLANCHARD CENTER

**6868 Cobbham Road, Appling, GA 30805
706-868-3349**

Venue Rental Packet

Rental Rates, Forms, and Policies



www.savannahrapids.com

Eubank Blanchard Center

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Policies, Procedures and Rental Rates



Eubank Blanchard Center is located on an eight-acre park in the Phinizy Community near Appling. This ski-lodge type atmosphere offers a full commercial kitchen including an ice machine and a community room with an electric fireplace. Tables and chairs are available to accommodate approximately 50-75 people for any type of event. This facility can be rented on an hourly basis or for a full day.

Eubank Blanchard Center – 6868 Cobb Ham Road, Appling, GA 30805

- Beginning at Washington Road and Pollards Corner
- Continue through the intersection and make an immediate left onto Hwy 150
- Travel approx. 3.5 miles and the facility will be on your left next to the walking track
- Phone number at the facility: 706-261-8015

Facilities can be rented through the Sales Office located in the Savannah Rapids Pavilion at 3300 Evans-to-Locks Road, Martinez, GA 30907 and can be reached by calling (706) 868-3349 or found on the County website at www.columbiacountyga.gov. No weekend tours are offered, but walk-ins are welcome Monday-Friday 8:30 AM – 4:30 PM.

Rental Procedures

- A signed Rental Application and a deposit of 50% of the room rental fee are required to guarantee a room and date. Full payment may be required for events booked less than two months before event date.
- If additional time is required beyond the specified time, there is an extra fee is charged for each additional hour.
- The remaining rental balance, damage deposit, and miscellaneous charges are due 60 days prior to the event date.
- The damage deposit refund will be processed when the Sales Office has confirmed that all contractual requirements have been fulfilled. Refund checks will be mailed two to three weeks after the function date.
- No props, decorations, linens, or any other item used for an event can be delivered early or stored after an event.
- Items left behind are not the responsibility of Columbia County.
- ***Deputies are required at all events serving alcohol and all deputies are to be paid by the renter. Scheduling of the deputies is handled by the Sales Office.***

Reasons for Forfeiture of Damage Deposit

- Breakage, damage, and/or loss of items from kitchen or facility.
- Violation of rules by renter or vendors contracted by renter.
- False fire alarm pulled by a guest of an event.
- Misrepresentation of use of facility.

Rental Rates

Rental Rates: \$30 per hour or \$250 per day (12 hours) plus a \$100 refundable damage deposit.

Cancellation Policy

1. All cancellation must be made in writing to be accepted and processed.
 - If the event is cancelled within 24 hours of booking, 100% of payment is returned.
 - If the event is cancelled 2-30 days prior to event, the entire rental fee is lost.
 - If cancellation is more than 30 days prior to event, 100% refund minus \$25 administrative fee.
2. The event date can be changed one time if the event is more than 120 days away.
3. If the date is changed and then cancelled, then the cancellation policy is null. No refund of any portion of the rental is returned. Only the damage deposit and kitchen usage fee is refunded.

House Rules and Regulations

1. Clean-up:
 - Clean-up must be done during the last hour of rental – no later than 1 AM.
 - All tables need to be wiped clean and put in the closet with all chairs.
 - All decorations must be taken down and removed from the building.
2. Decorations and Safety:
 - Confetti, glitter, flower petals and any mylar shapes are not allowed.
 - Birdseed and eco-friendly rice can be thrown outside of the facility.
 - Nothing causing permanent damage may be used in the facility.
 - Candles are allowed but must be enclosed in glass and flames must burn below the rim of the enclosure.
 - Candelabras with smokeless, dripless Chase candles and Unity candles may be lit for ceremonies only.
 - Pyrotechnics/fireworks are strictly prohibited. No hay or straw is allowed inside the facility.
 - No nails, staples, double-sided tape or tacks are allowed.
 - ONLY blue (sensitive wall) masking tape is allowed on the walls but must be removed carefully. Push pins are allowed only along the top ledge of window trim. Poster putty can be used only on walls but not on chairs.
 - Bubbles are strictly prohibited inside.
3. General:
 - All Columbia County facilities and properties are non-smoking.
 - Renter is responsible for set up of tables and chairs.
4. Hours: All rentals are consecutive hours. Events must end by midnight and clean-up must end by 1 AM.
5. Kitchen Clean-up:
 - All counters, appliances, and sinks must be wiped down, and all floors must be swept.
 - Refrigerator must be emptied.
 - All trash must be removed and taken to the dumpster.
6. Security and Alcohol:
 - All events serving alcohol and all events for ages 13-21 are be required to have a deputy. The Sales Office will schedule the deputy, but the renter pays the deputy on the day of the event.

RENTAL APPLICATION

Columbia County Rental Facilities & Venues

3300 Evans-to-Locks Road, Martinez, GA 30907

Date of Function: _____ Reserved Room/Center _____ Rental Time: _____ to _____

Event Title: _____ Start time: _____ Maximum # of people: _____

Point of Contact: _____ Additional Point of Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Home phone: _____ Work phone: _____ Cell phone: _____

E-mail address: _____

Rental Fee: \$ _____ (Non-profit discount of ____% has been applied)

Damage Deposit: \$ _____ (Refundable – check should be received 2 to 3 weeks after event)

Additional Fees: \$ _____ (Set-up: \$ _____ MOD: \$ _____ AV fees: \$ _____ Kitchen usage: \$ _____)

Total Due: \$ _____ **Total Paid Today:** \$ _____

Alcohol to be served: _____ Deputy required: _____ Fire Marshal required: _____

Special Alcohol Permit required: _____ If so, date to apply: _____

Renter has inspected the premises and accepts the use of the premises "as is." Renter agrees to indemnify and hold harmless Columbia County and the Rental Facilities & Venues (RF&V) department from any claims of any kind, including but not limited to; attorney's 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 a safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the facilities in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of 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 RF&V and its property.

The rental procedures, rental facts, caterer's rules, florist's rules, 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 RF&V shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

Please note the following:

- Final payment is to be made 60 days prior to the event. A 10% late fee will be assessed.
- Patrons must be at least 21 years of age to sign a rental contract.
- No function will take place without adult supervision.
- The person who signs this contract must be present at the function unless approved by RF&V staff.
- All changes to the original contract must be in writing and from the renter only.

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.

_____ I understand that a 10% fee per hour or \$ _____ will be charged if I arrive or depart outside of contracted timeframe.

The refund of the damage deposit is to be sent to the renter (address above) or to: _____

Signature of Renter: _____ Date: _____

Signature of RF&V Representative: _____ Date: _____

Signed contracts may be mailed, e-mailed, or faxed (706-868-3435)

Make checks payable to *Savannah Rapids Pavilion*

Visa or MasterCard accepted

**Rental Facilities & Venues
3300 Evans to Locks Road
Martinez, GA 30907
(706) 868-3349**



PLEASE DO NOT FORGET TO PICK UP YOUR KEY!!

The key for Eubank Blanchard must be picked up before 5 p.m. the weekday before your event and returned to Savannah Rapids Pavilion within 24 hours after your event. The key can be dropped off with the Event Manager inside the lobby or, if the Event Manager is not available, the key may be placed inside the mailboxes out front.

If you do not pick up your key the weekday before your event, it will not be available for pick up on the weekend.