



Savannah Rapids Pavilion

3300 Evans to Locks Road, Martinez, GA 30907
706-868-3349

Venue Rental Packet

Rental Rates, Forms, and Policies



www.ccrentalfacilities.com

Savannah Rapids Pavilion

Rental Rates

Leisure Room Rates					
Upper Level	6 Hours (Sun-Fri)	9 Hours (Sun-Fri)	12 Hours (Sun-Sat)	14 Hours (Saturday)	Damage Deposit
Cherry Room	\$80	\$90	\$100	N/A	\$50
Mulberry Room	\$80	\$90	\$100	N/A	\$50
Sycamore Room	\$150	\$165	\$175	N/A	\$100
White Oak Room	\$300	\$400	\$450	N/A	\$150
Combination Room	\$475	\$550	\$650	N/A	\$250
Rapids Room	\$900	\$1,200	\$1,400	N/A	\$350
Grand Rapids Ballroom	\$1,250	\$1,600	\$1,800	\$2,250**	\$500
Lower Level					
Elm Room	\$80	\$90	\$100	N/A	\$50
Red Cedar Room*	\$250	\$275	\$325	N/A	\$100
Loblolly Pine Room	\$475*	\$550*	\$650*	N/A	\$200
Both Levels					
Entire Building	N/A	N/A	\$2,700	\$3,000**	\$500

Kitchen and China Use

Kitchen & china are available for interior spaces only. China is available on the upper level only.

Kitchen Fee: \$100 Kitchen + China Fee: \$150 *Kitchen included **Kitchen & china included

Corporate Room Rates (8am-5pm Meetings)

Upper Level	5 Hour (Mon-Fri)	10 Hour (Mon-Fri)	Damage Deposit
Cherry Room	\$80	\$100	\$50
Mulberry Room	\$80	\$100	\$50
Sycamore Room	\$100	\$145	\$75
White Oak Room	\$175	\$200	\$100
Combination Room	\$200	\$240	\$100
Rapids Room	\$400	\$450	\$150
Grand Rapids Ballroom	\$450	\$500	\$200
Lower Level			
Elm Room	\$80	\$100	\$50
Red Cedar Room	\$130	\$150	\$50
Loblolly Pine Room	\$175*	\$250*	\$150
Entire Building	\$1,950	\$2,300	\$300

Canal Headgates Buildings

Rental Space	4 Hour Rental	Each Additional Hour	Damage Deposit
Dance Pavilion	\$260	\$15	\$100
Dining Hall	\$160	\$15	\$50
Dance Pavilion + Dining Hall	\$285	\$15	\$100
Dance Pavilion + BBQ Pit	\$295	\$15	\$100
Dining Hall + BBQ Pit	\$195	\$15	\$50
Dance Pavilion + Dining Hall + BBQ Pit	\$370	\$15	\$100

*Linens are not included in rentals. They are available for additional fees, interior rentals only.

Savannah Rapids Pavilion

Facility Overview

Management and Sales of the Savannah Rapids Pavilion is handled by the Rental Facilities & Venues Department under the Community and Leisure Services Division of Columbia County Board of Commissioners. The 25,000 square foot two-story facility is located on an 80-foot bluff overlooking the Savannah River within the scenic and tranquil Savannah Rapids Park. The multi-purpose facility can be used for small meetings of 12 up to large banquet-style events for 750 guests (full building rental). Accommodations include: two commercial grade kitchens (one upper level, one lower level), cozy fireplace seating in the main lobby, upper and lower level decks overlooking the historic canal and river, large parking capacities, and pavilions for outdoor events. Tours are available on a walk-in basis Monday-Friday 8am-4:30pm. Checking room availability is advised one week prior to visiting. Phone inquiries may be made Monday- Friday from 8:00am-5:00pm. All bookings are handled by Sales Coordinators at the Savannah Rapids Pavilion Sales Office: 3300 Evans-to-Locks Road, Martinez, GA 30907; (706) 868-3349; www.ccrentalfacilities.com.

Policies

- Prior to confirming any facility rental, the client must consult with a departmental Sales Coordinator, to review their exact needs and submit a completed application with a deposit.
- All dates are rented on a first come, first serve basis.

Rental Fees:

- 50% of the space rental fees are due at the time of contract. No date will be guaranteed without a signed contract, a deposit, and confirmation by the Sales Office. For bookings made less than 2 months prior to event date, 100% of the total costs are due at submission of contract.
- Remaining balance is due 2 months prior to the event date. A 10% late fee will be charged if any remaining balance has not been paid before the final payment due date.
- Damage deposit is an additional fee and is due 2 months prior to event date. Property damage, misrepresented use of the property, failure to follow policies, or a falsely pulled fire alarm, all warrants the loss of the damage deposit. If repair of any damage exceeds the cost of the deposit, then the Renter is responsible for the difference. Damage deposit refunds will be processed when the Sales Office has confirmed that all contractual requirements have been fulfilled. A check-out sheet must be completed and signed by the Manager on Duty before leaving the facility. Refund of damage deposit will be issued by the Columbia County Finance Department and received by the client approximately 21 business days after function date. Refund will be mailed to the contact name and address on the contract unless otherwise specified.
- Additional fees will be charged for any additional hours added to the original contracted rental time. Any changes or extensions must be made in advance and be pre-approved by the Sales Office.
- Renters must abide by the contracted rental timeframe. Any person affiliated with the contracted event must not arrive before or depart after that contracted period. Violators will incur a fee equal to 10% of the total rental cost.

Cancellations:

- Any cancellation must be made in writing to be considered valid and processed.
 - Cancellations made within 24 hours of contract signing will receive a 100% refund.
 - Cancellations made more than 120 days prior to event will receive a 100% refund minus a \$25 administrative fee.
 - Cancellations made 60-119 days prior to event will receive a 50% refund minus a \$25 administrative fee.
 - Cancellations made less than 60 days prior to event will only be refunded the damage deposit and kitchen usage fee if paid.
 - Cancellations due to emergency Military deployment will receive a 100% refund minus a \$25 administrative fee.
 - Cancellation of an event that has previously changed dates will only be refunded the damage deposit and kitchen usage fee if paid.
 - Cancellation of a single-day corporate function (Monday-Friday, 8AM-5PM) must be made 1 week prior to the event in order to receive a full refund. Cancellations of multiple day corporate events must be made 30 days prior to the event. A \$25 administrative fee will be charged in all cases.
 - Cancellation of an Entire Building rental must be made more than 6 months prior to the event date and a \$250 penalty will be assessed. If the cancellation is made less than 6 months prior to the event, the entire rental fee is lost. Only the damage deposit and ancillary fees will be returned to the Renter.

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- If an event date is changed, no refund of rental fees will be given. Only the damage deposit and ancillary fees will be returned to the Renter in the event of a cancellation.
- Any cancellations for public events will require the Renter to immediately publicize the cancellation at the Renter's expense.
- The Columbia County Rental Facilities & Venues Department reserves the right to cancel any event that has been misrepresented, is publicly offensive, or does not comply with venue rental rules. The event can be cancelled at any time, even if the event has begun.
- If an event has to be cancelled or interrupted due to a catastrophe or dangerous situation, the first available date will be offered to the Renter at no additional fee. If a new date is not available or accepted, a full refund will be given.

Insurance:

- Renters providing ticketed or open-to-the-public events must provide a \$2 million one-day Liability Insurance Policy listing Columbia County Board of Commissioners as the secondary insured. This policy must be submitted to the Sales Office at least 10 days prior to event date.

Advertising/Invites:

- Renter should not advertise any event, or send out invitations, until a final contract has been signed and a deposit has been paid. Columbia County Rental Facilities & Venues Department assumes no liability for any advertising made without first securing a rental through Departmental Sales Staff.

Catering/ Food & Beverage Use:

- No on-site catering is available. Renter must arrange for an outside caterer, if desired, and provide Sales Staff with chosen caterer's current proof of business license and health inspection.
- If Renter chooses to self-cater, Renter becomes fully liable for any claims, medical fees, or legal fees that should arise from doing so and holds Columbia County and the Rental Facilities & Venues Department harmless.
- A Columbia County Deputy must be present at all events serving alcohol. Additional fees apply. (See "Staffing/Deputies/Fire Marshall").
- Any sales of alcohol or "cash bars" require a one-day alcohol license permit. All permits are arranged by the Columbia County Development Services Division and can take between 30-45 days to process. Renter must submit the required permit to the Savannah Rapids Pavilion Sales Staff at least 10 days prior to event date.
- Guests cannot bring their own alcohol. BYOB is prohibited. All alcohol must be provided by the renter.

Staffing/Deputies/Fire Marshall:

- A Manager on Duty will be assigned to all events.
- At least one Columbia County Deputy must be assigned to any event where alcohol is being served, events involving people ages 13-21, and events where more than 100 guests will be present. In some cases, multiple Deputies will be required. When alcohol is involved, Deputies must be assigned during all hours alcohol is served, through the clean up hours, until everyone has left the building. Number of Deputies and hours scheduled will be decided upon and arranged by Departmental Sales Staff. Renter may request a Columbia County Deputy but requests are not guaranteed. Fees are paid directly to the Deputy on the day of the event in the form of a check or cash. Cost is \$20/hour, minimum of 4 hours.
- A Columbia County Fire Marshall may be assigned for large events. Hours scheduled will be decided upon and arranged by Departmental Sales Staff. Fees are paid directly to the Marshall on the day of the event in the form of a check or cash. Cost is \$20/hour, minimum of 4 hours.

Cleanup/Tidiness:

- The last hour of rental time (at minimum) must be used for clean-up.
- All debris larger than a dime must be removed from the floor.
- Any trash generated by the event must be taken to the dumpster by the client or caterer during clean-up.
- No aisles, walkways, or doorways may be blocked.
- All clean-up is to be done by the Renter and their designated personnel. The clean-up includes, but is not limited to, removal of all trash generated by the event, removal of all items brought in by the Renter, sweeping and mopping of the kitchen, wiping down of the kitchen (counters, sinks, and appliances), washing dishes, and removing all items from the refrigerator.
- The Rental Facilities and Venues department reserves the right to impose cleaning penalties depending on the condition of the facility after the client's departure.

Decorations/Effects:

- Confetti, glitter, Mylar shapes, sand, beads, stones/pebbles, hay/straw, sparklers, fireworks, and bubbles are not allowed.
- Candles are allowed but must be enclosed in glass and flames must burn below the rim of the enclosure.
- Smokeless, drip-less, Chase candles must be used in Candelabras and during Unity ceremonies and may only be lit during the Ceremony portion of the event.
- No real flower petals may be scattered inside, only artificial flower petals may be used indoors. No artificial flowers may be scattered outside, only real flower petals may be used outdoors. All artificial petals used indoors must be picked up during clean-up.
- Birdseed and eco-friendly rice are the only two items that may be thrown during events. In order to keep the facility clean, items must be bagged separately for each guest, only given out directly prior to use, and may only be thrown outside of the facility.
- Nothing causing permanent damage may be used in the facility.
- No nails, staples, double-sided tape or tacks are allowed. ONLY painter's (sensitive) masking tape is allowed on the walls and must be removed carefully. Push pins are allowed only along the top ledge of window trim. Poster putty can be used on walls but not on chairs.
- No furniture or decorations are allowed on the decks. Only small decorations may be put up on the deck railings.
- All Lobby furniture will remain in place.
- Any property not conforming to fire code or safety regulations will not be allowed. No fire, open flames, objects considered hazardous to life or limb, or dangerous sound levels are allowed in the facility.

Additional Policies:

- Ceremonies may not take place on the decks.
- All rentals must take place during consecutive hours.
- Events may not be scheduled later than midnight and premises must be vacated by 1 AM.
- Date changes made after contract signing can be made only once, if the date of the event is more than 120 days away, and if all balances have been paid in full.
- Smoking is strictly prohibited in the facility and anywhere on Columbia County property.
- The Contact Person specified on the Contract must be present during the event.
- Renter agrees to indemnify, defend, and hold harmless the Rental Facilities and Venues department & Columbia County from any claims or costs, including attorneys' fees and costs reasonably incurred, which might arise from the use of the facility by the Renter.
- Under no circumstances does the Rental Facilities and Venues department assume responsibility of any articles left after or delivered ahead of an event.
- Any damage done to any area of the facility, whether intentional or accidental will be the responsibility of the Renter.
- Anyone remaining inside the facility after specified hours will be asked to leave.
- The Manager on Duty will have final say on all facility operations.

Mail signed contract to: 3300 Evans-to-Locks Road, Martinez, GA 30907

Fax signed contract to: (706) 868-3435

Email signed contract to: info@ccrentalfacilities.com

Make checks payable to Savannah Rapids Pavilion.

Visa or Master Card accepted