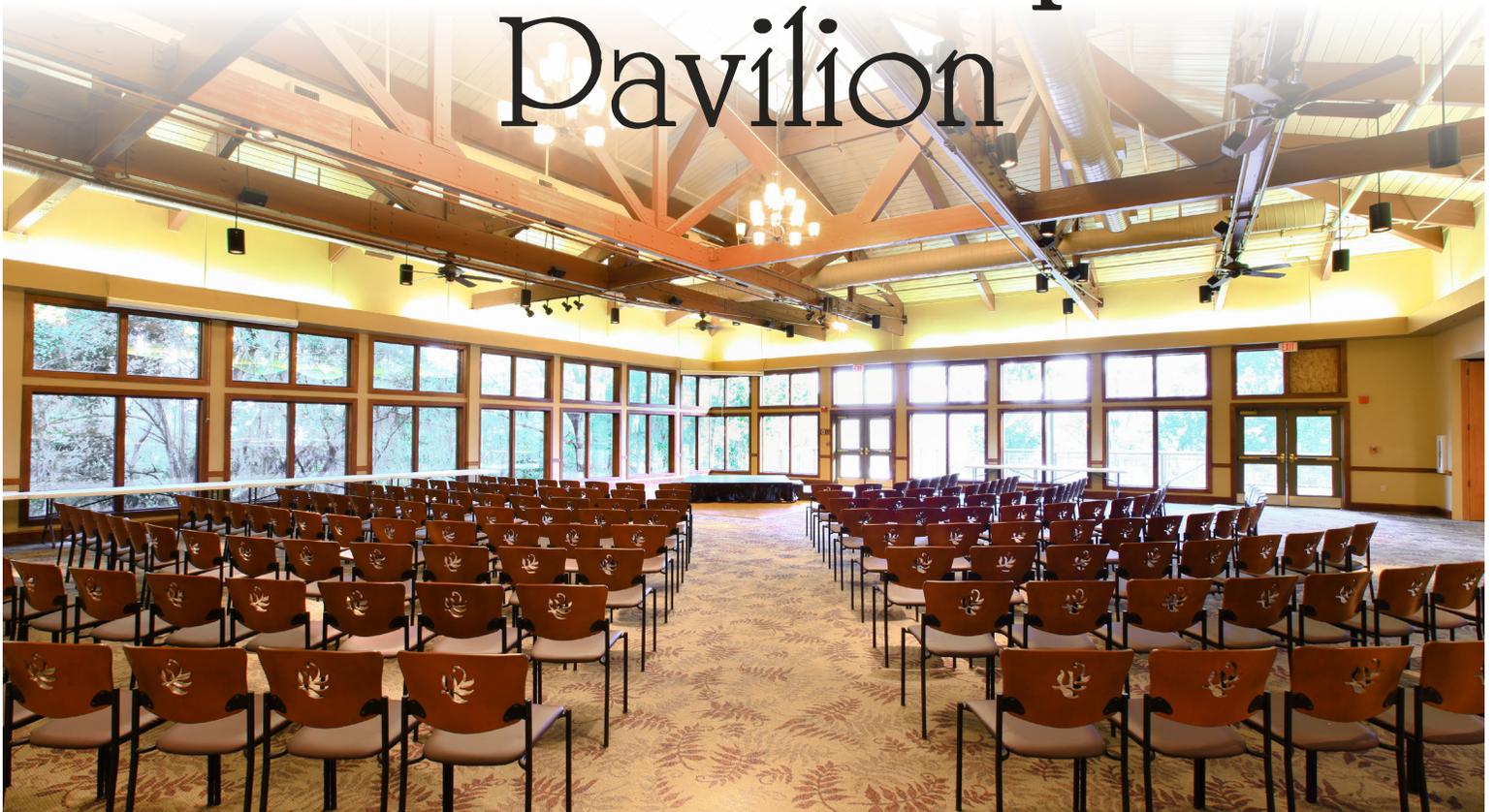




Savannah Rapids Pavilion



“COLUMBIA COUNTY’S BEST PLACE ONLY LOCALS KNOW ABOUT” -COLUMBIA COUNTY MAGAZINE

**(706) 868-3349 • INFO@CCRENTALFACILITIES.COM
3300 EVANS-TO-LOCKS ROAD, MARTINEZ, GA 30907**

Central Sales Office: 3300 Evans-to-Locks Road, Martinez, GA 30907 • Tel: (706) 868-3349 • Fax: (706) 868-3435



LEISURE ROOM RATES

VENUE SPACE	SUN - FRI (6 HRS)	SUN - FRI (9 HRS)	SUN - FRI (12 HRS)	SAT (12 HRS)	SAT (14 HRS)	DAMAGE FEE (REFUNDABLE)
ENTIRE FACILITY	N/A	N/A	\$2,700	N/A	\$3,000 [†]	\$750
UPPER LEVEL						
CHERRY BOARD ROOM*	\$80	\$90	\$100	N/A	N/A	\$50
MULBERRY**	\$80	\$90	\$100	N/A	N/A	\$50
SYCAMORE**	\$150	\$165	\$175	N/A	N/A	\$100
WHITE OAK**	\$300	\$400	\$450	N/A	N/A	\$150
Combination** (Mulberry, Sycamore, White Oak)	\$475	\$550	\$650	\$650	N/A	\$250
Rapids Room**	\$900	\$1,200	\$1,400	\$1,400	N/A	\$350
Grand Rapids Ballroom** (Combination & Rapids Room)	\$1,250	\$1,600	\$1,800	N/A	\$2,250 [†]	\$500
LOWER LEVEL						
ELM*	\$80	\$90	\$100	N/A	N/A	\$50
RED CEDAR*	\$250	\$275	\$325	\$325	N/A	\$100
LOBLOLLY PINE	\$475 [†]	\$550 [†]	\$650 [†]	\$650 [†]	N/A	\$200

CORPORATE ROOM RATES (8AM - 5PM)

VENUE SPACE	MON - FRI (5 HRS)	MON - FRI (10 HRS)	DAMAGE FEE (REFUNDABLE)
ENTIRE FACILITY	\$1,950	\$2,300	\$300
UPPER LEVEL			
CHERRY BOARD ROOM*	\$80	\$100	\$50
MULBERRY**	\$80	\$100	\$50
SYCAMORE**	\$100	\$145	\$75
WHITE OAK**	\$175	\$200	\$100
Combination** (Mulberry, Sycamore, White Oak)	\$200	\$240	\$100
Rapids Room**	\$400	\$450	\$150
Grand Rapids Ballroom** (Combination & Rapids Room)	\$450	\$500	\$200
LOWER LEVEL			
ELM*	\$80	\$100	\$50
RED CEDAR*	\$130	\$150	\$50
LOBLOLLY PINE	\$175	\$250	\$150

* No kitchen facilities offered with this room.

** Kitchen usage fee (\$100) and china usage fee (\$50) are required in addition to the rental fee, for use of either the kitchen and china. Kitchen must be rented to use china.

† The kitchen on the same level of the room is included in this fee. China is also included for Upper Level rooms.

Please Note: bands or live music are allowed only if the Grand Rapids Ballroom or entire facility is rented.

Please Note: A rehearsal can only be guaranteed with a paid reservation. Five days prior to the wedding, an available space on-site may be offered for up to 1 hour of free time.

ABOUT SAVANNAH RAPIDS PAVILION (SRP)

The 25,000 square foot two-story facility is located on an 80-foot bluff overlooking the Augusta Canal within the scenic and tranquil Savannah Rapids park. The multi-purpose facility can be used for small meetings of 12, and up to large banquet-style events for 750 guests. Accommodations include: two commercial grade kitchens (*one upper level, one lower level*), cozy fireplace seating in the main lobby, upper and lower level balconies overlooking the local canal and river, large parking capacities, and pavilions for outdoor events. Tours are available Monday-Friday 8am-4:30pm. For more information or to inquire about booking the SRP, visit ccrentalfacilities.com, or contact the Sales Office by phone (706) 868-3349 or by emailing info@ccrentalfacilities.com.

CONFIDENTIALITY

Your privacy and the integrity of your event are very important to us. This is why we can only accept changes, alterations, or cancellations of any part of your event by the person who signed the contract. You can specifically indicate another person to make changes on your behalf at the time of signing. Feel free to inquire for more information, or how to do so.

SAFETY

Just as important as your confidentiality is safety at your event. This is why you will be required to have one or more deputies at your event if you are: (a) serving alcohol; (b) expecting over 100 guests; or (c) having a “young adult party,” where the majority of those in attendance will be between 13 and 21.

There is no need to worry about securing deputies for your event, or contacting the Sheriff’s Office. The Rental Facilities & Venues Office works in conjunction with the Sheriff’s Office to make sure you have adequate coverage for your event.

As the renter, you will be responsible for payment, directly to the deputy(ies), for the full payment amount. This is not included in the overall fees. The current rates set by the Sheriff’s Office are \$25/per for each deputy (at a minimum of four hours). Currently, the deputies only accept cash. Therefore, ATM machines are located at the following venues for your convenience: Columbia County Exhibition Center, JSH Performing Arts Center, and Savannah Rapids Pavilion.

For more information, please see Section V of the Rules and Regulations.

YOUR EVENT PLANNING TIMELINE

To reserve the venue, a signed contract and 50% of the rental fee are due (*unless within the full payment due period*).

120 Days before event: your last time to cancel and receive a full refund, minus a \$25 administrative fee.

119 - 60 Days prior: If canceling, the rental deposit is not refunded.

60 Days prior: Full payment is due.

55 Days prior: A 10% late fee will be added to unpaid balances.

3 Weeks prior: Event details (*floor plans, linen orders, A/V equipment rentals, caterer information, etc.*) are due.

2-3 Weeks after: Final fees assessed (*any time overages, damage, etc.*) and remaining damage fee is refunded.

For more details, please review all of the following rules and regulations.

RULES AND REGULATIONS

I: GENERAL RULES, REGULATIONS AND INFO

1. Prior to confirming any rental of the facility, the client must consult with a departmental Sales Coordinator, review their exact needs, and submit a completed application with a deposit.
2. Telephone or online rentals must be prepared to provide a valid ID to prove age 21 or older.
3. Only the individual who signed the contract will be allowed to make changes to any event details, including, but not limited to: times, floor plans, etc.

II: RENTAL POLICIES AND PROCEDURES

1. 50% of the space rental fees are due at the time of contract. A date can only be guaranteed with a signed contract, a deposit, and confirmation from the Sales Office. For bookings made less than 2 months prior to event date, 100% of the total costs are due when signing the contract.
2. Remaining balances are 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.
3. Damage deposit is due at 60 days prior to the event date, regardless of any changes or additions. Property damage, misrepresented use of the property, not following 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 refund 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 approximately 21 business days after function date. Refund will be mailed to the contact name and address on the contract unless otherwise specified.

4. Additional fees will be charged for any additional hours added to the original contracted rental time. Any changes or extension must be approved by the Sales Office.
5. If the client/renter should arrive or depart outside of contracted time frame 10% of the total rental cost will be charged per each additional hour.

III: FACILITY CANCELLATION POLICY

1. 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 119-60 days prior to event will lose the deposit paid, if more was paid, that will be refunded.
 - 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.

2. Any cancellations will require the Renter to immediately publicize the cancellation at the Renter's expense.
3. 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 canceled at any time, even if the event has already begun.
4. If an event has to be canceled 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, no refund will occur.
5. A transfer of date is allowed one time, if the event date was originally more than 120 days away and paid in full.

IV: INSURANCE

1. 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.

V: STAFFING, SECURITY AND DEPUTIES

1. Event Staff included in the contracted pricing is limited to a Manager on Duty.
2. A Columbia County Deputy must be assigned for any event where alcohol is being served, events for people ages 13-21, and events where more than 100 guests will be present. Departmental Sales Staff will arrange for the Deputy. The renter may request a Columbia County Deputy but requests

are not guaranteed. The Deputy must be assigned during all hours guests are present, hours alcohol is served, as well as clean up hours. Fees are paid directly to the deputy day of event. Cost is \$25/hour, minimum of 4 hours.

3. Children must be accompanied and supervised by adults at all times.

VI: ADVERTISING AND INVITATIONS

1. Renter may not advertise the event or send out invites listing the facility as the chosen event space until a final contract has been signed and a deposit has been paid, and a reservation confirmation is received. Columbia County Rental Facilities & Venues Department assumes no liability for any advertising made without first securing a rental through departmental Sales Staff.

VII: CATERING, FOOD AND BEVERAGE

1. No on-site catering is available. Renter must arrange for an outside caterer, if desired, and provide Sales Staff with chosen caterer's proof of business license and health inspection.
2. If Renter chooses to be self-catered, 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 on all accounts.
3. A Columbia County Deputy must be present at all events serving alcohol. Additional fees apply. (See Section V: Staffing, Security and Deputies).
4. 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 receive on average. Renter must submit the required permit to the Savannah Rapids Pavilion Sales Staff at least 10 days prior to event date.
5. The Rental Facilities Department is not responsible for any food served from our kitchens.
6. No additional cooking equipment can be used in any kitchen. Barbecue grills can be used outside, but must be placed a minimum of 35' from the exterior.

VIII: CLEANUP AND TIDINESS

1. The last hour of rental time (*at minimum*) must be designated towards clean-up.
2. All debris larger than a quarter must be removed from the floor.
3. Any trash generated by the event must be taken to the dumpster on-site during clean-up.
4. No aisles, walkways, or doorways may be blocked.
5. 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*), removing all items from the refrigerator.
6. The Rental Facilities and Venues department reserves the right to impose cleaning penalties depending on the condition of the facility after the contracted event.
7. Washing of tableware will be supervised. Once clean and dry, it must be checked in and stacked as directed.
8. In order to utilize the dishwasher and disposal, you must be 18 years or older. Basin must be drained and fresh water put in a minimum of every 10 washes. Failure to do so will leave dishware dirty. If this occurs, a fee may be charged if second washing is necessary.

IX: DECORATIONS AND EFFECTS

1. Confetti, glitter, Mylar shapes, hay/straw, sparklers, fireworks, and bubbles are not allowed.
2. Candles are allowed but must be enclosed in glass and flames must burn below the rim of the enclosure.
3. 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.
4. 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.
5. 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.
6. 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.
7. Nothing causing permanent damage may be used in the facility.
8. No furniture or decorations are allowed on the balcony floors. Only small decorations may be put up on the balcony railings.
9. 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.
10. Balloons let loose inside will require removal. Deductions from the damage deposit will be made to pay for the time required for the removal.

X: LOUD OR DISRUPTIVE BEHAVIOR

1. All guests are the renter's responsibility. Wandering into other parties is strictly prohibited.
2. DJ's that play too loud will be asked to reduce the volume, one time. If the problem persists, they may be shut down without refund to the renter.
3. Air-horns, bullhorns, or other excessively loud items are strictly prohibited.
4. Pulling the fire station to create a false alarm will result in the clearing of the building. The guest that is responsible will be asked to leave and the renter will lose their damage deposit.
5. Anyone displaying offensive or disruptive behavior will be asked to leave the facility.

XI: ADDITIONAL POLICIES

1. While we host a number of diverse events, any events beyond a banquet will require consultation with our staff.
2. Ceremonies may not take place on the balconies.
3. All rentals must take place during consecutive hours. Rentals cannot be broken up.
4. No date will be guaranteed without a signed contract, 50% deposit, and confirmation from the Sales Office. All dates are on a first-come, first-serve basis.
5. Date changes made after contract signing can be made only once and if the date of the event is more than 120 days away.
6. Events may not be scheduled later than midnight and premises must be vacated by 1 AM.
7. Smoking is strictly prohibited in the facility and anywhere on Columbia County property.
8. The Contact Person specified on the Contract must be present during the event.
9. 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.
As of January 1, 2017, any vendor providing services at any Columbia County Facility will be required to provide a copy of their Occupational Tax License. It will be kept on file for future verification during that same year.
10. Under no circumstances does the Rental Facilities and Venues department assume responsibility of any articles left after or delivered ahead of an event.
11. Any damage done to any area of the facility, whether intentional or accidental will be the responsibility of the user.
12. Any person or people remaining inside the facility after specified hours will be asked to leave.
13. The Manager on Duty will have final say on all facility operations.



FACILITY RENTAL APPLICATION

Completed and signed applications can be sent to info@ccrentalfacilities.com or fax (706) 868-3435

RENTAL INFORMATION

Date of Event: _____ Location / Room: _____ Rental Time: _____ to _____
 Max # of Guests: _____ Open to the Public? Yes No Event Start Time: _____
 Type of Event: _____
 Alcohol at Event? Deputy Assigned? License Needed? Fire Marshal?
 Yes No _____ Yes No Yes No Yes No

PERSONAL INFORMATION

OFFICE USE

HOUSEHOLD#:

Renter's Name: _____ Cell Phone #: _____
 Email: _____ Work Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Secondary Person & Contact: _____

RENTAL FEES

Room Rate: \$ _____ Damage Deposit: \$ _____ Additional Fees: \$ _____
 Total Cost: \$ _____ Total Paid Today: \$ _____ Balance Due On: ____ / ____ / ____
 Payment Type: Check Cash Visa Master Card

BASIC STIPULATIONS

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 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, invitee, 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 and surrounding areas adjacent to the RF&V Department 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 department and its property.

The rental procedures, rental facts, caterer's rules, florist 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 that the lessor 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.

- **Final payment must be made 60 prior to the event date.
- **Client 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 unless approved by SRP Staff.

I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE STIPULATIONS;

- I understand the Cancellation Policy.
- I understand the alcohol/deputy requirements.
- I understand the decorating restrictions.
- I understand that I will be charged for additional time, if I enter early or depart late.

Renter's Signature: _____ Date: _____
 RF&V Representative: _____ Date: _____

Damage deposit refund will be sent to the name and address shown above.