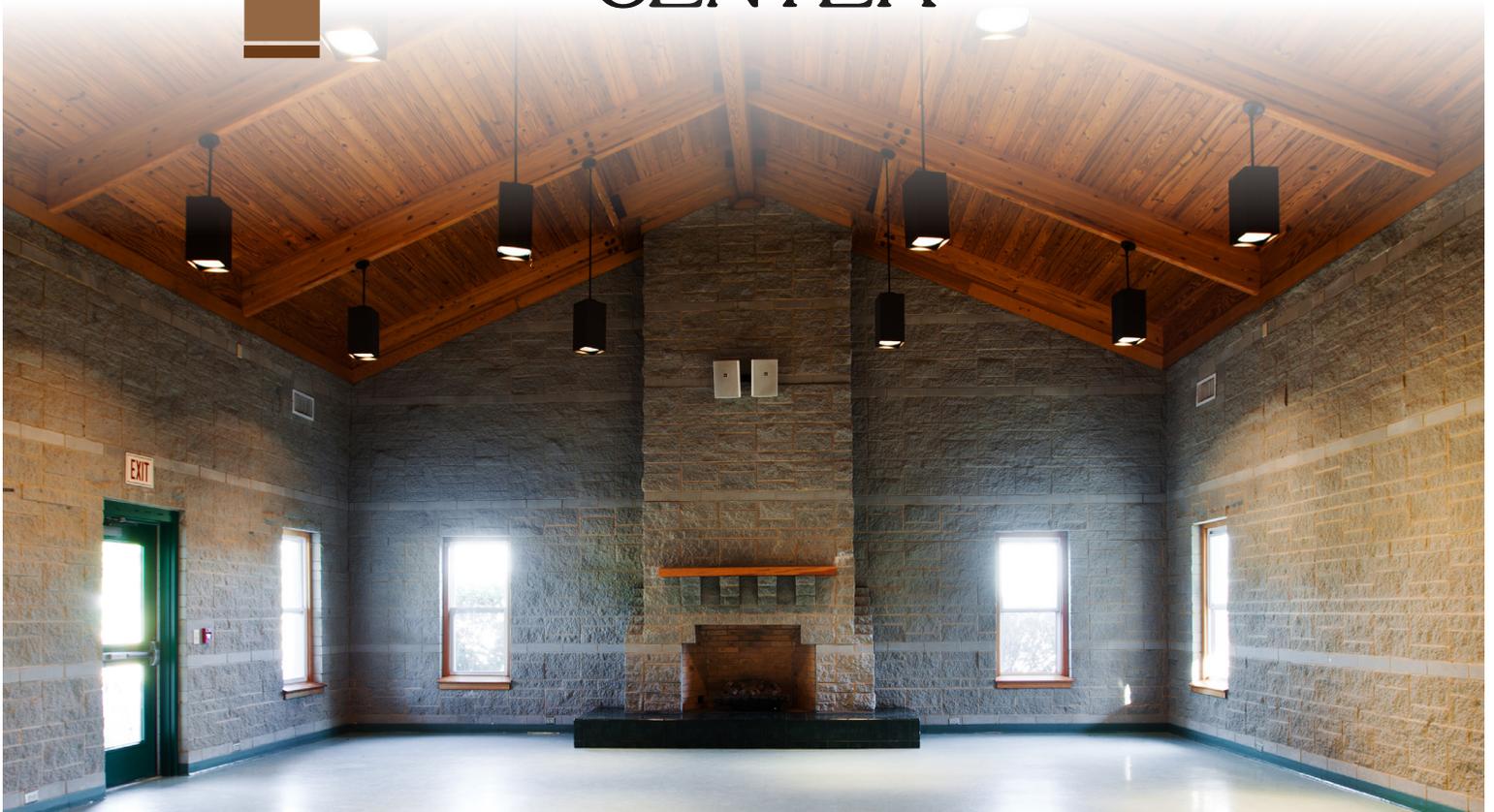




EUBANK BLANCHARD CENTER



THE AREA'S INTIMATE AND QUIANT VENUE FOR NO-FUSS EVENTS.

**(706) 868-3349 • INFO@SAVANNAHRAPIDS.COM
6868 COBBHAM ROAD, APPLING, GA 30805**

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



LEISURE ROOM RATES

FULL DAY (15 HRS)	HOURLY (4 HR MINIMUM)	DAMAGE FEE (REFUNDABLE)
\$350	\$40	\$100

OVERVIEW

ABOUT EUBANK BLANCHARD

The facility is located on an eight-acre park in the Phinizy Community near Appling, Georgia. The ski-lodge type atmosphere offers a commercial kitchen with an ice machine as well as the event room. Tables and chairs are available to accommodate up to 72 people for any type of event. This facility can be rented on an hourly basis or for a full day. Self-guided tours are available Monday-Friday 8am-4pm. The key to the facility must be picked up at Savannah Rapids Pavilion before 3:00pm and redelivered back to Savannah Rapids Pavilion before 5:00pm the same day. For more information or to inquire about booking Eubank Blanchard, visit savannahrapids.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 accepted changes, alterations, or cancellations of any part of your event by the person(s) 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.

The [Renter](#) is responsible for payment on the day of the event, directly to the deputy(ies), for the full payment amount. This is not included in the rental fees. The current rates set by the Sheriff’s Office are \$25/per hour for each deputy (at a minimum of four hours). Currently, the deputies only accept cash.

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*).

30 Days before event: Final payment of all balances is due and your last time to cancel and receive a full refund, minus a \$25 administrative fee.

3 Weeks prior: Final event details are due.

2-3 Weeks after: Final fees assessed (*any 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 1/2 of the rental fee as a deposit.
2. Renter is responsible for picking up the facility key from the Savannah Rapids Pavilion Sales Office between the hours of 8am-5pm the weekday before the event, and return the key back to Savannah Rapids Pavilion within 24 hours or by the following Monday morning at the latest. Key may be delivered to a Sales Staff member, Manager on Duty, or left inside mailboxes A or B in front of the main building in Savannah Rapids Park.

II: RENTAL POLICIES AND PROCEDURES

1. 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 1 month prior to event date, 100% of the total costs are due at submission of contract.
2. Remaining balance is due 1 month 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 on the final payment due date. 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. 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. Use of the facility outside the specified time is strictly prohibited and may result in loss of Damage deposit and/or additional fees being imposed.
5. 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. Additional hours may include but are not limited to preparation, cleanup, and rehearsal. Purchase of additional time depends on availability.
6. If 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.
 - Cancellations made within 24 hours of contract signing will receive a 100% refund.
 - Cancellations made more than 30 days prior to event will receive a 100% refund minus a \$25 administrative fee.
 - Cancellations made 2-30 days prior to event will only be refunded the damage deposit 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 if paid.

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.

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. No staffing is provided.
2. A Columbia County Deputy must be assigned for any event where alcohol is being served, events for people ages 13-21, and large events. Departmental Sales Staff will arrange for the Deputy. 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, payment to be made by cash only. Cost is \$25/hour, minimum of 4 hours.

The client is responsible for setting the tables up and taking them down.

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.
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.

VIII: CLEANUP AND TIDINESS

1. The last hour of rental time (at minimum) must be designated towards clean-up.
2. A key for the dumpster is provided with the facility key.
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, cleanup of all tables and chairs (wipe-down, break-down, and putting them back in storage).
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.

IX: DECORATIONS AND EFFECTS

1. Confetti, glitter, Mylar shapes, hay/straw, sparklers, fireworks and bubble 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 during cleanup. Push pins are only allowed along the top ledge of the 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. Any property not conforming to fire code or safety regulations will not be allowed. No fire, open flames, fog machines, bubble machine or objects considered hazardous to life or limb, or dangerous sound levels are allowed in the facility.

XI: ADDITIONAL POLICIES

1. While we host a number of diverse events, any events beyond a banquet will require a consultation with our staff.
2. Renter is responsible for set up and breakdown of all tables and chairs within the facility.
3. All rentals must take place during consecutive hours.
4. Date changes made after contract signing can be made only once and if the date of the event is more than 120 days away.
5. Events may not be scheduled later than midnight and premises must be vacated by 1 AM.
6. Smoking is strictly prohibited in the facility and anywhere on Columbia County property.
7. The Contact Person specified on the Contract must be present during the event.
8. Renter agrees to indemnify, defend, and hold harmless the Rental Facilities and Venues department and Columbia County from any claims or costs. Under no circumstances does the Rental Facilities and Venues department assume responsibility of any articles left behind 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 user.



FACILITY RENTAL APPLICATION

Completed and signed applications can be sent to info@savannahrapids.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 days 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.
savannahrapids.com Columbia County Rental Facilities & Venues
 (706) 868-3349