



EVENT RENTAL AGREEMENT

This 14th day of **January, 2017** agreement is made between Macon-Bibb Transit Authority (MTA) (Lessor) and **client** (Renter), and collectively the Parties) for Event Rental of the following space: Main Entrance Lobby and Waiting Area Room of Terminal Station, 200 Cherry Street, Macon, GA. In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

Purpose of Event:

Date:

Start Time of Event:

Rental:

- The above mentioned Terminal Station space rents as follows:
 You may have use of the facility the day of the event from 8:00 am-12:00 am.
 All events will stop by 11:00 pm (unless prior arrangements have been made).

<u>Standard Rates (includes reception only)*</u>		
Saturday	Sunday-Thursday	Friday
\$3000	\$2000	\$2500

<u>Wedding Ceremony & Reception*</u>		
Saturday	Sunday-Thursday	Friday
\$3500	\$2500	\$3000

Holiday dates will be charged at the Saturday rate*

- A 30% nonrefundable deposit is due to reserve the date and the remaining is due two weeks prior to the event. Any cancellation by Renter will result in forfeiture of the deposit. The Renter cannot transfer scheduled date to another date or from person to person.
- During the Event, the Lessor will have present a security officer and fire marshal, which will also be present the hour before the event begins and one hour for cleanup for the security of Terminal Station. Renter will be responsible for supplying its own security officers to monitor its guests or attendees, if so desired.
- A host/hostess will be provided at no additional cost.
- Lessor is responsible for cleanup. Decorations, food, beverage containers and all items brought in by Renters and vendors must all be removed from premises by Renter within one hour immediately after the event. Failure to remove items will result in forfeiture of some or all of the security deposit. The Macon-Bibb County Transit Authority is not responsible for and cannot be held liable for damaged or stolen property that is brought into the Terminal Station by those renting or attending the event.
- Renter is responsible for any cost for damages. MTA requires a refundable security deposit of \$300 by a separate check two weeks before the event and will be held and returned within 14 days after the event, if the facility is left in the same condition as it was when the Renter arrived. If a deficiency remains after the deposit is applied to the cost of repairs or missing items. Renter shall reimburse Lessor for any repair costs within

30 days of receipt of Lessor’s written request for reimbursement.

- If you are using the dressing rooms for a wedding, you could incur an additional fee of \$50 if the rooms are not cleaned (deducted from security deposit)
- Tables and Chiavari chairs will be provided at no additional cost.
- Only gaffers tape can be used for walls and floors (no glue, nailing, tacking)
- Other forms of attachments will be charged a fee for cleanup and damage.
- All moving, set up, breakdown and removal of tables, chairs, podiums, and displays must be handled by Lessor unless arrangements are made with Macon Transit in advance.
- Renter is responsible for all arrangements with outside contractors for catering, sound systems, setup, and breakdown.
- Renter is responsible for all food and alcohol brought on the premises and accepts full responsibility for any possible liability therefrom. Renter hereby agrees to indemnify and hold harmless Lessor from any damages, actions, suits or claims arising out of or in connection with any damage to property or any injury caused to any person (including death) relating to sell, furnishing, or service of alcohol at the Event and will be responsible for any cost, including attorney fees, incurred by Lessor in defending any claim of such nature.
- The use of glitter, confetti and seeds are not allowed. If it is used, money from the security deposit (\$300) will be used for cleanup. MTA suggests fresh or dried flower petals, bubbles, bells or sparklers as a wedding send off. This activity MUST be done outside of the building.
- Sound panels can be put up for the event at the request of the Renter at a cost of \$50.
- This Agreement sets forth the entire Agreement between Lessor and Renter and supersedes any and all prior agreements or understandings between the parties pertaining to the subject matter hereof.

TOTAL COST OF THE EVENT MUST BE PAID IN FULL TWO WEEKS PRIOR TO SCHEDULED EVENT AND IF THE EVENT REQUIRES ADDITIONAL TIME, THE LESSEE IS RESPONSIBLE FOR THE ADDITIONAL COST

Deposit Amount \$ _____

Remaining Balance \$ _____

Total Rental \$ _____

RENTER

LESSOR

Signature- _____

Signature- _____

(Macon-Bibb Transit Authority)

Signature- _____

E-mail- _____

astroud@mta-mac.com

Phone - _____

(478) 731-1370

Date- _____