

Walker County Civic Center / Agricultural Center / Pavilion

OPERATIONS / RESERVATION POLICY

- PURPOSE:** To ensure equality, uniformity and responsibility in using the facilities of the Walker County Civic Center Complex.
- Scope:** This policy applies to: Civic Center Auditorium, All Meeting Rooms, and Kitchen/Dish Pantry
Agriculture Show Arena, Exhibit Tie Arena, Kitchen, and Meeting Rooms
Pavilion and Kitchen
All Other Miscellaneous Equipment/Supplies
- USE:** The facility is open, on a reservation only basis, to any person, group, or business, subject to the fees and availability. Walker County residents/businesses will have priority.
- FEES:** Fees for use will be made in accordance with the Civic Center Campus Pricing Sheet. This schedule considers all rooms as separate rooms. **SEE ATTACHED PRICING SHEET**
- PAYMENT:** All fees and deposits are due when the contract/booking is completed. Contract/booking must be completed in person.
- DEPOSITS:** Deposits are refundable provided all rules have been followed /rules posted throughout the building.
- BOOKING:** We do not hold dates without deposit/payment. First come first served.
Our facility is a designated disaster relief facility and may have to cancel an event if a Community disaster /emergency occurs. If your event is canceled due to an emergency we will reschedule or refund your deposit/payment.

- All reservations must be made in person. Reservations may not be transferred to another person
- Person making a reservation must be present throughout the entire event.
- Person making the reservation / signing contract accepts all liability for all damages.
- A contract must be completed and all fees paid in order to hold a reservation.
- Reservation date will not exceed 12 months from the date of application.
- Annual ongoing events will have priority in scheduling.
- Short notice reservations will be made and confirmed if space is available.
- Room assignments may be changed to accommodate a more efficient use of the facility. You will be notified.

Alcohol: NO SALE OF ALCOHOL on premises to include BEER/WINE/LIQUOR without a TEMPORARY PERMIT from the Walker County Beverage Control Board. You may obtain a form from the Planning Office (706-638-4048). This process could take a few weeks so allow adequate time for your event.

You may serve Alcohol Beverages in moderation. If minors are present you must provide adequate supervision to prevent minor consumption of alcohol.

Alcohol is to be kept inside the event area. No alcohol outside the building, on sidewalks, parking areas or walking trail. For the Agricultural Center the Tie Down Area is acceptable. For the Pavilion, alcohol is to be confined to the picnic table area.

Contract representative accepts any and all liability of alcohol consumption for scheduled events.

Walker County Civic Center does not provide security for any events on premises. This is the responsibility of the contract representative if required.

Canceled reservations are subject to forfeiture of deposit and or fees as follows:

- | | |
|-----------------------------|--|
| 90 days prior to the event: | None |
| 60 Days prior to the event: | 50% deposit or fee whichever is greater |
| 30 days prior to event: | 100% deposit or fee whichever is greater |

I have read and understand the policy as written and agree to abide by said policy.

Walker County Civic Center / Agricultural Center / Pavilion

RULES FOR USE OF FACILITY

APPLICABILITY: All Rooms and Kitchens

WALKER COUNTY SHALL:

1. Maintain facility in good order and condition.
2. Provide tables and chairs. (in storage room)
3. Provide interior and exterior trash/garbage receptacles.
4. Provide all utilities.
5. Provide vacuum cleaner, mop and broom.
6. Unlock/lock building prior to and after events. We do not give keys.

USER WILL:

1. Comply with all rules and regulations governing the facility.
2. Not allow loud, boisterous, profane or offensive conduct on the premises.
3. Not allow any unlawful activity on the premises.
4. Ensure contracting person be present at all times during the event.
5. Ensure all activities involving minors are adequately chaperoned. Minors must be monitored at all times.
6. Not assign rental rights/agreement to others.
7. Make no changes in the building or equipment. **DO NOT MOVE WALL PANELS**
8. Not remove Paintings from walls. Do not attach anything to walls (i.e. glued, taped, nailed, stapled, or painted).
9. Enforce the no smoking, no tobacco product use and no gambling.
10. Return tables, chairs to the same location as when accepted.
11. Not enter portions of the building that has not been assigned to you. If so you may be charged or lose deposit.
12. Not pin, staple, tape or attach anything to the stage curtains.
13. Not use clog, tap, or other abrasive shoes on the stage floor without proper floor coverage. Dance floor may be purchased for this use on the carpet in front of the stage.
14. Not move tables, chairs, flower arrangements, plants in the lobby area.
15. Ensure all candles must be flameless. No incendiaries, flames or fires. No flammable or pyrotechnics items are allowed. No fireworks.
16. Not allow food or drinks in the lobby. Not allow serving of food in or out of the lobby.
17. Ensure one registration table only in the lobby.
18. NOT pour grease down inside or outside drains.

CLEANING TO INCLUDE:

Vacuum all carpet. Use a wet mop on any spills on carpet.
Sweep and mop all tile floors.
Wet wipe and dry tabletops.
Clean chairs of any spills.
Place all trash/garbage in tied garbage bags and place in exterior containers/dumpster.
Make sure all trash bins are emptied and toilets flushed in all restrooms.
Ensure all lights and equipment are turned off as you leave the building.
Not prop open doors for more than a few minutes to move items in or out.
Kitchen- Clean all equipment/countertops and table tops and No food particles left in sinks.

User shall pay all cost of any material, labor, or professional services required to repair or replace any equipment damaged or to repair any damage to the building by the user. _____(initial)

CIVIC CENTER CAMPUS PRICING SHEET 2022

Civic Center Weekday (Monday-Thursday 7a-9p, Friday 7a-4p):

Space	Standard Fee	Walker Co Resident Fee
Auditorium (middle) *	300.00	250.00
Single Room	90.00	75.00
Double Room	180.00	150.00
Kitchen	90.00	75.00
Pavilion w/Kitchen	120.00	100.00

Civic Center Weekend (Friday 4p-11p, Saturday-Sunday 8a-11p):

Space	Standard Fee	Walker Co Resident Fee
Auditorium (middle) *	500.00	300.00
Single Room	150.00	90.00
Double Room	300.00	180.00
Kitchen	150.00	90.00
Pavilion w/Kitchen	200.00	120.00

**For full Auditorium - add Auditorium (middle) and Double Room x2*

Refundable Deposit for all rentals: Equal to rental Cost (Minimum \$100)

Your deposit will be voided/refunded within 30 days pending proper use and cleanup.

**** Below items are all available for an additional fee. Additional Deposit Required.
(Microphone included with Auditorium, separate deposit)**

Items	Standard Fee	Walker Co Resident Fee
Dish Pantry	150.00	100.00
Beverage Dispenser	15.00	10.00
TV/DVD/Projector Screen	50.00	30.00
Dance Floor (rental/setup)	250.00	175.00

Agriculture Center:

Space	Standard Fee	Walker Co Resident Fee
Meeting Room A	100.00	50.00
Meeting Room B	200.00	100.00
Show Arena	500.00	250.00
Exhibit Tie Arena	300.00	150.00
Kitchen	100.00	50.00

(PA System/Microphone and/or TV/VCR/DVD, included with Arena, separate deposit)

***** ALL pricing above is listed for up to 8 hours. Additional time can be purchased.**

****** Holiday Pricing Available**

Walker County Government is the only exception.