

**CITY OF WINDER COMMUNITY CENTER**  
P.O. BOX 566, WINDER, GA 30680 770-867-9011  
www.cityofwinder.com  
**Fee schedule and Lease Agreement**  
(Effective January 2004)

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Contact Person \_\_\_\_\_

Type of Event: \_\_\_\_\_

Will there be a **catered meal**? ( ) Yes ( ) No  
If so, name of Caterer and phone number: \_\_\_\_\_  
Will **alcohol** be consumed? ( ) Yes ( ) No  
If so, alcohol consumption begins at: \_\_\_\_\_ p.m. and will continue until \_\_\_\_\_ p.m.  
The Community Center lease is for a period of eight hours beginning: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. on  
\_\_\_\_\_ (date) and ending: \_\_\_\_\_ o'clock \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. on  
\_\_\_\_\_ (date).

(NOTE: All events shall conclude no later than 12:30 a.m.)

**City of Winder Resident**

CHECK	FACILITY/ITEMS	FEE	DEPOSIT (Hold)	TOTAL
_____	<b>Board Room</b>	<b>\$75.00</b>	<b>\$35.00</b>	_____
_____	<b>Conference Room</b>	<b>\$150.00</b>	<b>\$85.00</b>	_____
_____	<b>Board/Conference</b>	<b>\$225.00</b>	<b>\$115.00</b>	_____
_____	<b>Banquet Room (m-th only)</b>	<b>\$375.00</b>	<b>\$150.00</b>	_____
_____	<b>All Rooms</b>	<b>\$750.00</b>	<b>\$375.00</b>	_____

*I UNDERSTAND IF I DO NOT RESERVE THE ENTIRE FACILITY (ALL ROOMS/\$750.00), THE REMAINING ROOMS COULD BE RENTED BY OTHER PARTIES DURING THE SAME PERIOD OF TIME. THE CITY OF WINDER RESERVES THE RIGHT TO REQUIRE THE RENTAL OF THE ENTIRE FACILITY FOR LARGE FUNCTIONS SUCH AS WEDDING RECEPTIONS AND ON WEEKENDS.* \_\_\_\_\_ (Please initial)

**Note: A \$250.00 Damage / Clean up Deposit is required on Banquet Room rentals. It is refundable if the final walk-through checklist is signed before departure by Lessee and Event Coordinator.**

**FUNCTIONS WITH ALCOHOL:** If alcohol is served in the following rooms, a police or security officer is required. (Greater than 50 people requires 1 officer; greater than 125 people requires 2 officers, for every additional 100 people add 1 officer). The Community Center will make the security arrangements necessary at \$ \_\_\_\_\_ per hour per officer with a minimum of 4 hours for each officer.

**TOTAL** \_\_\_\_\_

**ADDITIONAL HOURS THE DAY OF THE EVENT:** The center is rented a maximum of 8 hours per event. Hours in excess of the 8 hours on the day/night of the event may be scheduled in advance at \$50.00 per hour. The City reserves the right to limit the number of additional hours.

\_\_\_\_\_ # of Additional Hours @ \$50.00 per hour  
**TOTAL** \_\_\_\_\_

**TOTAL LEASE AMOUNT** \_\_\_\_\_

Lessee agrees to pay the Community Center any costs incurred for use of additional equipment and space not specified in the Lease agreement. Lessee agrees to pay \$ \_\_\_\_\_ deposit (and 10% of other stated contract fees) in advance upon execution of the agreement. The balance of \$ \_\_\_\_\_ shall become due and payable on \_\_\_\_\_ (date). Deposit and advance fees are nonrefundable upon cancellation of this agreement by the Lessee. All deposits and advance fees will be refunded if the Community Center calls for cancellation of agreement. The Community Center reserves the right to cancel any and all agreements it deems necessary. Lessee agrees to leave the facility clean and orderly. This includes all trash and debris put in garbage cans; no damage to tables or chairs; and all decorations removed. Lessee agrees to abide by all conditions attached and all laws, rules or regulations of the City and State.

**Prepared by:** \_\_\_\_\_ **Lessee:** \_\_\_\_\_  
\_\_\_\_\_ **Date** \_\_\_\_\_ \_\_\_\_\_ **Date** \_\_\_\_\_