

PATRIOT HALL RENTAL AGREEMENT

Applicant Information

Date of Application: _____ / _____ / _____

Name / Organization _____

Mailing Address: _____
Street City State Zip

Deposit Return Address: _____
(If different from above) Street City State Zip

Phone: (_____) _____ - _____ Email: _____

Reservation Information

1) Date of Event: ____ / ____ / ____ Estimated Attendees: _____ (office use only) Initial

2) Equipment Rental

3) Purpose of event or meeting?

4) Will this event require a cover charge? No Yes

5) Do you have a setup for the tables and chairs?

No Yes If you answered NO, you will need to consult with the Venue Manager no later than two weeks prior to your event.

Rental Fee:		
Equipment:		
Alcohol Fee:		
Total:		

6) Will alcohol be served at this event? No Yes **If you answered yes, an additional refundable deposit (\$200), processing fee (\$50) and application will be required. Paperwork must be returned to City Hall 15 Days prior to your event. Please refer to the Preferred Caterer or Concessionaire application.**

I have read, understand and agree to the above policy _____

Conditions of Agreement (READ ALL ATTACHMENTS BEFORE SIGNING)

The undersigned will hold the City of Ringgold, its officials, agents and employees exempt and harmless from any injury to persons or property arising from the use of Patriot Hall Community Room as described in this application. The undersigned will further indemnify and hold the City of Ringgold, its officials, agents, and employees harmless for any and all loss, expense, damage, reasonable attorney's fees, claims and demands arising out of the undersigned's use of the premises as stated in this application.

The undersigned further acknowledges a receipt of Patriot Hall Rental Information Sheets and agrees to adhere to all regulations and conditions contained therein and **be personally responsible for any damage or destruction of Patriot Hall and premises during the period of use by the undersigned and the organization which undersigned represents.**

Signature of Applicant

OFFICE USE ONLY

Application Approved _____ Denied _____ Initials _____

Deposit Paid: date: _____ amount: _____ check# _____ Cash: CC:

Rental Paid: date: _____ amount: _____ check# _____ Cash: CC:

Key Picked Up by: _____ Date: _____ Key #: _____

PATRIOT HALL
RENTAL RATES FOR THEATER/COMMUNITY ROOM
INDIVIDUALS, BUSINESSES AND CIVIC ORGANIZATIONS

Day	All Day Rental	Fee
Monday	8:00 am to 10:00 pm	\$125.00
Tuesday	8:00 am to 10:00 pm	\$125.00
Wednesday	8:00 am to 10:00 pm	\$125.00
Thursday	8:00 am to 10:00 pm	\$150.00
Friday	8:00 am to 10:00 pm	\$200.00
Saturday	8:00 am to 10:00 pm	\$250.00
Sunday	8:00 am to 10:00 pm	\$250.00

ALL THE ABOVE RATES DO NOT INCLUDE THE \$200.00 DEPOSIT

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Deposit \$200.00

I have been informed of the rates and understand that the rates and deposit are two separate payments. Deposits are refunded to the name and address on the original check unless prior arrangements are made to send the refund to a different name and address. Please allow 30 days for the return of the deposit.

Print Name

Signature

Date

PATRIOT HALL
RENTAL RATES FOR
Projector / Sound System / DVD Player

Date: _____

Person Making Request: _____

Phone Number: _____

Email Address: _____

Date Requested for Use: _____

Purpose of Use: _____

Projector (only)	\$25.00
Sound System (only) (microphone & speakers w/ sound board)	\$50.00
Projector & Sound System (used together)	\$75.00
DVD Player (when requested with combo above)	FREE

Certain wires to connect equipment may not be available and I understand that I am responsible for checking with staff before the event to ensure which devices are able to connect to the equipment. I understand that any misuse or damage to this equipment during my event will be cause for forfeiting my deposit. I understand and have been informed that if the deposit does not cover damage, I will be billed for the cost to replace or repair this equipment.

I have been informed of the rates and understand that the rates for usage of this equipment is separate from the rental fee and deposit fee.

Print Name

Signature

Date

PATRIOT HALL RENTAL INFORMATION

- Patriot Hall rental reservations are made through Ringgold City Hall at 706-935-3061.
- Patriot Hall may be used on a **Reservation Basis ONLY**, subject to the fees, rules, and requirements of the Application and Rental Information. Any individual or group wishing to use Patriot Hall facilities must complete and submit an application, which is subject to approval, available at Ringgold City Hall during normal business hours. Individuals must be 21 years of age to reserve Patriot Hall.
- Adequate adult supervision must be present at all times.
- All activities conducted must be in compliance with all laws, ordinances, rules, and regulations of the Federal Government, the State of Georgia, and the City of Ringgold.
- The right to use Patriot Hall can be revoked at any time due to misconduct, falsification of information on application, misuse of property or failure to comply with all federal, state, or city laws ordinances, rules or regulations by any individual, group, and organization. The City of Ringgold also reserves the right to prohibit any use of Patriot Hall, which is contrary to public safety and welfare. A City representative will have the right to enter Patriot Hall during any event.
- Patriot Hall must be clean and left in the same condition as when rented or deposit is forfeited.
- The deposit will be refunded when the key is returned and after an inspection has been made of both the inside AND outside of Patriot Hall premises by a City Representative. In the event the deposit will not cover the cost of cleanup or repairs the renter will make arrangements with the City of Ringgold to pay all cost. All cost of cleanup or repairs will be deducted from the deposit. **Please allow 30 days for the return of your deposit.**
- **Due to the event scheduling, Patriot Hall and outside premises should be unoccupied by the end of the rental time. Event must be cleaned up and property vacated no later than 10 pm.**
- **Payment –**
 - Deposit is to be paid when reservation is made. No date will be held without application and deposit.
 - Rental Fee is to be paid no later than **two weeks** before the rental date. If rental fee is not paid, deposit will be forfeited and event possibly cancelled.

○ **Cancellation Policy –**

- A **14-DAY WRITTEN NOTICE** is required, before the event, to cancel a reservation. When the City receives a cancellation notice before the required 14-day period, all of the Renter's deposit and rental fee will be refunded.
- A notice to cancel a reservation that is received **7-13 DAYS** prior to the event will **forfeit their deposit and ONLY 50%** of the rental fee.
- A notice to cancel a reservation that is received less than **7 DAYS** prior to the event **will forfeit ALL of the rental fee and deposit.**

I have read and understand the cancellation policy

- The Renter is required to contact City Hall at 706-935-3061, **ONE WEEK PRIOR** to your reservation date to confirm "set up" of the facility and opening time.
- **Key –**
 - Patriot Hall keycard is picked up at the Administration Desk at Ringgold City Hall between 8:00 a.m. and 5:00 p.m. the day of your rental. **(If you have a weekend rental, card must be picked up at Ringgold City Hall before 5:00 p.m. on the Friday before your event. Access to the building will only the days you have paid for beginning at 8 a.m.)**
 - Return the keycard to the Administration Desk at Ringgold City Hall or deposit it in the payment drop box behind Ringgold City Hall after your event.
 - **Keycard MUST be returned to receive your deposit back.**
- **THE FOLLOWING ACTIVITIES AND ITEMS ARE PROHIBITED:**
 - **No items may be attached, glued, pasted, taped, nailed, stapled, pinned or painted to the Patriot Hall interior at any time.**

- No outside tables, chairs, stands, equipment, or other furniture is allowed in the Patriot Hall without written permission of city staff.
- Signs, posters, banners or other items of any type of advertisement may not be displayed in any manner inside or outside Patriot Hall premises except during the rental period.
- **Dragging tables and chairs across the floor is prohibited and may result in loss of deposit.**
- Skateboards, roller skates, bicycles or animals (except those assisting handicapped individuals) are not allowed inside or on the premises of Patriot Hall at any time.
- Clogging and/or tap dancing must be confined to the stage area only. No clogging and/or tap-dancing shoes will be permitted on any floors other than the stage.
- Pyrotechnics and/or fireworks or smoke machines of any kind are not allowed inside the building or on the premises of Patriot Hall at any time. Fire alarms will go off and fire department will be notified.
- **NO SMOKING INSIDE PATRIOT HALL.** Cigarette butts are to be disposed of outside the building in the receptacles provided by the City.
- No alcoholic beverages will be allowed without completion of a Preferred Concessionaire Application. Ask City Staff about how to complete this application.
- No alcohol may leave the building.
- No events requiring cover charge allowed.

CLEANING OF PATRIOT HALL

1. Sweep floors with dust mop and use dustpan. Do not sweep debris into closets or utility room. Mop any spills with water (do not use any chemicals on the wood flooring). All brooms, trash bags, dust mops, and cleaning products are located in the Utility Closet.
2. Make sure all commodes are flushed before leaving the building.
3. Wipe down all tables, chairs, and counter tops.
4. Empty the refrigerator and wipe down the interior shelves. Clean the stove top with the cleaner provided and make sure the oven and microwave have been cleaned.
5. **Use the countertop cleaner on kitchen and bathroom counters.**
6. **Dispose of all trash properly.** Bag all trash, inside and outside, and place in green City trashcans located outside Patriot Hall. Break boxes down before putting them in the cans.
7. Thermostats for the main room are located on both sides of the stage. Return temperatures to original settings appropriate for season.
8. **Please do not pull, push or drag tables and chairs across the floors. This will scratch the floors.** Please leave the building as you found it. Tables and chairs will be put away by staff members. Do NOT stack the tables and chairs along the walls.

I have read and agree to the above. I will also abide by the terms of the Patriot Hall Rental Application that I have read and signed.

I understand that if Patriot Hall is not cleaned as directed above, I will forfeit my \$200.00 deposit.

Please Print Name

Date

Signature

****The City of Ringgold will review this application and notify the applicant of the approval or denial of the use of the facility.**