



Grayson
GEORGIA

Kennerly Cox House

EVENT RESERVATION FORM AND REQUIREMENTS

1. NO SMOKING is permitted in the building or on City grounds.
2. A catering company with an alcohol-serving license must be contracted for any alcoholic beverages served during the event. A permit must be filed with the City as well as any paperwork required by the State of Georgia. To serve alcohol, a catering permit must be obtained from the City of Grayson no later than 10 days before the event.
3. Vehicles are to be unloaded in the designated parking areas. DO NOT pull vehicles to the back door of the Kennerly Cox House. **No vehicles are to drive over a curb, across a sidewalk, or onto the grass in the parking area to load or unload.**
4. After the event, the facility must be left clean. Cleaning supplies (under the sink) are available.
Please see the attached checklist and keep it for future reference. Initials:

The Kennerly Cox House shall **not** be used for sales of products. The Kennerly Cox House **shall not** be used for events such as direct sale product distribution parties (Amway, Avon, Tupperware, etc.), fundraising/campaign/political events, or any event deemed unsuitable for the facility.

5. A charge of \$300 for four (4) hours is to be paid at the time of reservation; a separate \$200 deposit must be paid at the time of reservation and will be returned to the undersigned user if the above conditions are determined to have been met by a City representative. Additional hours may be purchased at \$100/hour. A City representative must unlock and lock the center. Your designated time **includes** your set-up and clean-up. **If you change or cancel your reservation within 14 days of your reserved time, you will be charged \$50.00 and this will be deducted from your deposit.**

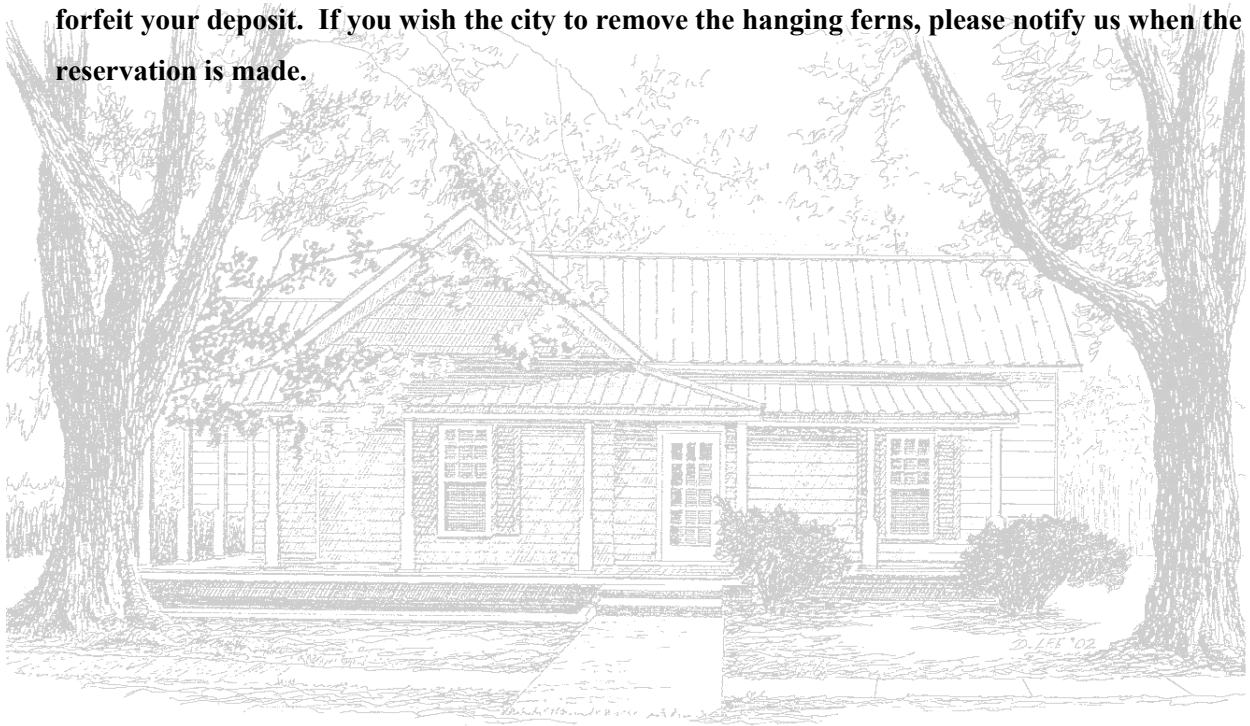
Initials:

6. The Kennerly Cox House will provide 25 white folding chairs and (3) 5' rectangular tables. **These tables and chairs MUST be returned to the proper location (where you found them.)**
7. The undersigned users of the Kennerly Cox House shall indemnify and hold harmless the City of Grayson, the Kennerly Cox House, and their directors, officers, employees, and agents from any and all claims, damages, liabilities, fines and expenses, including without limitation, court costs, and

attorney's fees, in any matter arising out of the actions or omissions of the undersigned users of the Kennerly Cox House, including, but not limited to, injury to persons or property. Any damages to the facility or equipment occurring during the use of the facility and the resulting cost of replacement or repair will be the responsibility of the undersigned.

8. Please, no open flames – candles. Sterno cans in the kitchen are acceptable.
9. No changes in the date/time of reservation within 7 days of the event.
10. Hours of availability: 8:00 AM until 11:00 PM. **Events must end in time for City personnel to lock the facility no later than 11:00 PM.**
11. **Gazebo Only Rental - \$25.00 Refundable deposit plus \$50.00 for two hours.**

This includes grounds only. No attaching any materials to the Gazebos structure as this will forfeit your deposit. If you wish the city to remove the hanging ferns, please notify us when the reservation is made.



Date(s) of use: _____

Time to be opened: _____

Time of Event: _____

Time to be closed: _____

A City representative will be at the center to open the door for you and to lock up when your event is over. If you are not at the Kennerly Cox House within 15 minutes of the designated time to open the center the representative will leave and you will forfeit the rental and deposit fee. If you are not ready to vacate within 15 minutes of the arrival of the representative to lock the door you will forfeit your deposit. Please allow 10-14 business days for the return of your deposit, if applicable. Failure to abide by Kennerly Cox House rules will result in a forfeit of your deposit and restriction of renting and reserving any City of Grayson facility.

I understand and agree: Initial: _____

I acknowledge that filling out this reservation form does not guarantee the rental of the Kennerly Cox House. A City Representative will contact you within 5 days to confirm the use of the facility.

I, the undersigned, understand the above policies and will inform all participants of these policies. I agree that our group will follow these policies and that failure to do so will result in the group not being able to reserve the building for future use and the deposit will be forfeited.

Person/Event/Group/Purpose _____

Representative Name _____

Address _____

Email address: _____

Phone: _____

Representative's signature:

City Representative:

Name: _____

Date: _____

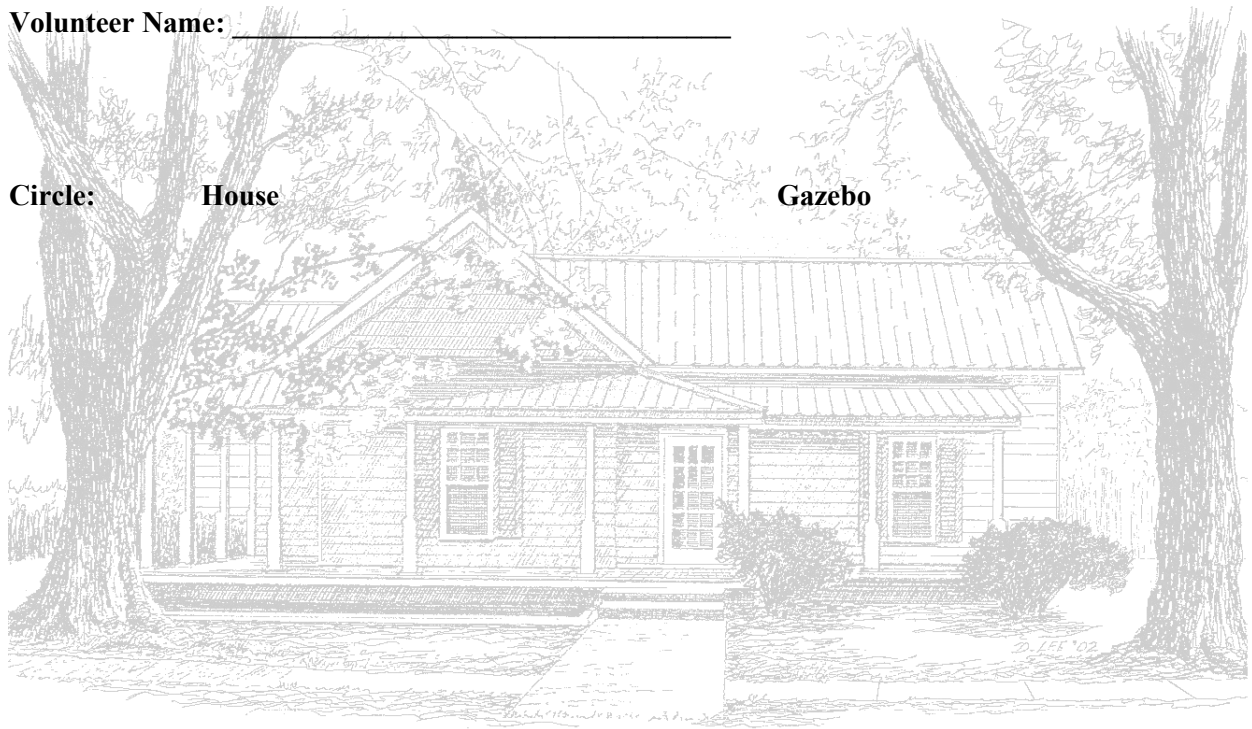
Volunteer Confirmed: _____

Date: _____

Volunteer Name: _____

Circle: **House**

Gazebo



Kennerly Cox House

Checklist

- Light switch for kitchen table area in closet off the kitchen.
- NO CONFETTI or SILLY STRING.
- Empty trash out of the bathroom and kitchen.
Replace with an empty trash bag (Under the kitchen sink.)
- Wipe down countertops
- Wipe down and put away tables and chairs used back in the appropriate closets. Clorox wipes are available in the cabinet under the kitchen sink.
- Sweep floors. Mop up any spills.
- Turn AC up to 76 or Heat down to 68 (depending on the season.)

Initials: _____

Date: _____

Date of Event: _____