

**THRONATEESKA HERITAGE CENTER  
100 W. ROOSEVELT AVENUE  
ALBANY, GA 31701  
Phone: (229) 432-6955 Fax: (229) 435-1572**

**FACILITIES RENTAL CONTRACT**

Type of Event \_\_\_\_\_ Event Date \_\_\_\_\_

Organization \_\_\_\_\_ Planned Attendance \_\_\_\_\_

Event Setup Time \_\_\_\_\_ Event Time (Begin) \_\_\_\_\_ Until (End) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
Street City State Zip

Additional Contact: Name \_\_\_\_\_ Day Phone \_\_\_\_\_

EVENT TYPE: Private Party \_\_\_\_\_ Open to Public \_\_\_\_\_ Admission Fee Charged \_\_\_\_\_

Caterer's Name & Number \_\_\_\_\_

*NOTE: THC must receive copy of Caterer's License for all public events.*

Will alcoholic beverages be served? YES \_\_\_\_\_ NO \_\_\_\_\_ Will you have music? YES \_\_\_\_\_ NO \_\_\_\_\_

*NOTE: THC must receive copy of Alcoholic Beverage Permit for all public events when alcohol is served.*

RENTAL AREA: Chautauqua Room & Platform \_\_\_\_\_ Science Museum \_\_\_\_\_ Wetherbee Planetarium \_\_\_\_\_

Comments \_\_\_\_\_

Email: \_\_\_\_\_

I have read the attached contract information regarding rental policies and charges, and agree to abide by all policies and regulations stipulated by Thronateeska Heritage Center. I also acknowledge that I have been provided with the "Rental Amenities List" and know what I can expect with my rental. I understand that Thronateeska will not purchase additional rental equipment to accommodate a party size larger than the provided amenities list can serve.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

***RENTAL FEE DUE: Date \_\_\_\_\_ Amount \_\_\_\_\_***

**There will be a \$30 fee charged for all returned checks.**

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**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED \_\_\_\_\_ BY \_\_\_\_\_

DATE SECURITY DEPOSIT RECEIVED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card Authorization # \_\_\_\_\_

DATE RENTAL FEE PAID: \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card Authorization # \_\_\_\_\_

DEPOSIT REFUNDED: Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

**FACILITY RENTAL RATES**

**Security/Damage Deposit**

A deposit required to secure the rental date and rate. (Deposit is separate from rental fees.).....\$325  
An additional deposit amount may be required at the discretion of Management. The deposit will be fully refunded within a two-week period after the rental date if there is no damage, the facility rented is left in an orderly manner and keys are returned after the event. **The deposit is fully refunded if cancellation is made at least 30 days prior to the contract event date and non-refundable if notice is given less than 30 days.**

**Chautauqua Room & Platform**

Weekends, Evenings and Holidays.....(Daily) \$575  
Additional Rental Hours.....(Hourly)\$75  
Additional Rental Days.....(Daily) \$500  
Weekdays (Monday – Thursday) Non-evening hours (4 hours or less).....(Hourly) \$100  
**Science Museum (After Hours)**.....(Hourly) \$150  
**Wetherbee Planetarium (After Hours)**.....(Hourly) \$50

Rental customers may arrange for museum tours or planetarium shows at discounted rates.

**\*\*\*\*\*All rental fees are due 10 business days prior to rental date.\*\*\*\*\***  
*Checks will not be accepted with 10 business days of event date.*

**POLICIES AND PROCEDURES**

Unless otherwise noted, daily **rental is from 10:00 a.m. to 10:00 p.m.** All events must adhere to the times as noted on the Rental Contract. All clean up must be completed within the allotted time period as stated on the Rental Contract to avoid additional charges. Each additional hour or portion thereof beyond the allotted time is \$100 per hour. No event may extend past 12:00 a.m.

All damages which occur to the property and/or exhibitions of Thronateeska Heritage Center shall be the responsibility of the renter. The contracting party shall be responsible for any loss or damage to the property, including those damages that exceed the security deposit. The Renter shall indemnify and hold Thronateeska harmless for any claims arising from the use of the rented facilities.

All Museum exhibits will remain on the premises, and are NOT to be tampered with, under any circumstances.

The leasing party is responsible for the removal of all equipment and decorations not belonging to Thronateeska immediately following the event. All facilities, including kitchen, restrooms, and other public spaces must be left in good order and clean. All loose trash in the rented facility, including the plaza area, and street, must be picked up and placed in a trash receptacle. Preparation and cleaning should take place between beginning and ending times noted on the Facilities Rental Contract. These activities must be accomplished in a manner that does not interfere with other activities of Thronateeska.

No deep-fat frying or grilling is permitted inside of any buildings, or under the Platform.

Smoking is prohibited inside all facilities.

No decorations, nails, screws, tape, staples, etc., may be attached to the walls, ceilings, or any painted surface. No balloons, strings or other decorations may be attached to the ceiling fans or light fixtures. All fasteners, strings, and balloons must be removed.

No rose petals, rice, confetti, serpentine, etc. may be thrown inside or outside of the facility. Only bird seed is allowed outside.

Only candles in protective holders may be used inside the facilities.

Thronateeska Heritage Center has the right to deny any exhibition, music, or entertainers deemed inappropriate.

No keg beer or large coolers may be brought inside the buildings. Organizations or individuals serving food or alcoholic beverages will comply with all federal, state, and local regulations that apply, and assume liability for all personal and/or property damages that may result.

Additional security is required for all public and private events with attendance over 150 persons **or as determined by Thronateeska.** Additional security for an event is provided at the rate of \$25.00 per hour for each additional guard during stated event hours.

**I have read, understand and agree to abide by these Policies and Procedures:**

\_\_\_\_\_  
Signature - Contact Person

\_\_\_\_\_  
Date Signed