



# City of Winder Community Center Rates

Form 550

Rates effective 1/2/2017

## **HOLIDAYS**

The Community Center is not available to rent for Easter Sunday, July 4<sup>th</sup>, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, election days, or other holidays in which the City of Winder observes.

## **HOURS**

Monday – Thursday the Community Center is available from 8:00 a.m. until 10:00 p.m.

Friday – Sunday the Community Center is available from 7:00 a.m. until 12:00 a.m. (midnight)

## **SETUP**

All room rental fees include city staff set-up of tables and chairs (indoor use only). Room rental fees are charged for the entire event to include the customer's set-up and clean-up times. Certain restrictions may apply.

## **CITY RESIDENTS & CITY BUSINESS (Rate Code C)**

This rate applies to any resident, home owners association, or business (with a valid occupational tax certificate) located with the City limits of Winder using the facility for a private event. These events cannot be open to the general public, charge any cover-fees for general admission, or for the intention of selling goods.

Police security may be required for events with more than 200 people.

## **NON-PROFIT (Rate Code NP)**

This rate applies to any non-profit with a valid IRS 501(c)(3) or other IRS tax identification number with a physical location in Barrow County. This rate code is intended for private charitable events, banquets, or similar functions. Non-profit organizations will be limited to one event per month under the rate code NP.

This rate does not apply to any religious organization holding an open service. The standard rate (Rate Code S) would apply to any services.

A deposit is required for events scheduled for Friday – Sunday or when alcohol is requested.

## **EDUCATION USE (Rate Code E)**

Education - This rate applies to schools recognized by the State of Georgia located with Barrow County for testing of students or for academic purposes. This rate code does not apply to social events or banquets. Deposits are waived for this rate code for educational institutions in good standings with the City of Winder.

Government – This rate applies to government agencies holding an event for educational purposes or for purposes to inform the public. This rate does not apply to candidate fundraisers or events that charge a fee to attend.

This rate may be limited to four times per year per organization/agency/institution/school.

**STANDARD (Rate Code S)**

The standard rate applies to anyone renting the facility that does not meet the description of the other established rates.

Event insurance may be required.

The community center lease cannot be reassigned.

Police security may be required for events with more than 200 people.

**Monday – Thursday**

Base Rate Includes 3 hours

	C	NP	E	S
Board Room	\$75.00	\$ 50.00	-	\$100.00
Board/Conference	\$ 100.00	\$ 75.00	\$ 50.00	\$125.00
Entire Building	\$ 250.00	\$ 200.00	\$ 150.00	\$ 350.00
Additional Hour	\$ 50.00	\$ 50.00	\$ 20.00	\$ 75.00

**Friday – Sunday**

Base Rate Includes 6 hours

	C	NP	E	S
Board/Conference*	\$ 30.00 per hr.			
Entire Building	\$ 600.00	\$ 550.00	\$ 550.00	\$800.00
Additional Hour	\$ 100.00	\$ 75.00	\$ 75.00	\$125.00

\*Only available on Friday between 8:00 a.m. and 2:00 p.m. with a 3 hour minimum. Customers are required to rent the entire building if space is need after 2:00 p.m. on Friday. The rental of the entire building is required for Saturday and Sunday.

- Not an Applicable Rate Code for the requested room or date.

**DEPOSITS AND FEES TO BE PAID**

The city does not hold dates without a payment and security deposits. All rentals are on a first come basis only. All deposits and 25% of the fees are required at the time the contract is signed. The remaining balance is due in full 30 days prior to the scheduled event.

Deposits will be returned within 7 business days after the completion of the event minus any noted damage, violations of lease, or additional time used.

Deposits for events with no alcohol - \$250.00 (entire building rental).

Deposits for events with alcohol - \$400.00 (entire building rental).

Deposit for Board/Conference Room - \$75.00

Deposits of \$250.00 are non-refundable upon cancellation or changing the dates of the agreement/lease within 60 days of the scheduled event for events scheduled for a Friday, Saturday, or Sunday.

## **OTHER FEES**

<b>Item</b>	<b>Rate</b>
Storage of items	\$50.00 per day (if space is available)
LCD projector	\$50.00 per day
Sound system	\$50.00 per day (waived for non-profits & education)
Police Security	\$35.00 per hour per officer (4 hour minimum)
Additional staff (as required)	\$20.00 per staff member, per hour
Kitchen	\$50.00 per event (no fee when renting the entire building)

Anyone associated with the event (caterers, decorators, entertainment, etc.) may enter the building no earlier than the set-up time indicated on the contract. Entering the Center any earlier will result in additional fees. Charges are based on a whole hour rate system.

## **EVENTS WITH ALCOHOL**

Functions with alcohol: At least one (1) officer is required for the first two hundred (200) persons in attendance and at least one additional officer for every additional one hundred (100) persons in attendance.

In addition to providing police security the event would need to comply with the Code of Ordinances, City of Winder Chapter 3 Alcoholic Beverages and/or any Federal/State Laws.

## **JUG TAVERN PARK**

Includes Jug Tavern Store when requested

\$800.00 plus applicable community center fees (when renting the entire building with a 6 hour minimum).

Power, water, and trash cost not included and will be determined based on event.

Deposits will be set based on size of the event and utilities needed.

A lease will be required which may indicate other conditions for rental.