



AUGUSTA JEWISH COMMUNITY CENTER
RENTAL CONTRACT

Date of Event: Room(s) Being Reserved: Rental Time: to

Type of Event: Event Start Time:

Renter: Email :

Address: City: State: Zip:

Address: City: State: Zip:

(TO MAIL DAMAGE DEPOSIT REFUND CHECK, IF DIFFERENT FROM ABOVE)

Cell #: Home #: Work #:

Add'l Point of Contact: Cell #: Home #:

Number of People to Attend: Is alcohol to be served? Yes No

Rental Fee*: (Rooms A-B-C \$800; Rooms A-B \$700; Room A \$550; Room B \$600; Room C \$400)

*Note: Use of Kitchen included in Rental Fee.

Damage Deposit: \$150 (Refundable - 10 to 14 working days after event)

Additional Fees: (List any additional fees:)

Total Due: Total Paid Today: Balance Due:

Renter has inspected the premises and accepts the use of the premises "as is". Renter agrees to indemnify and hold harmless Augusta Jewish Community Center (AJCC) from any claims of any kind, including but not limited to: attorney's fees arising from the use or occupation of the premises by Renter, Renter's guests, invitees, agents, employees or any independent contractors working for the benefit of Renter. Renter further agrees to comply with all applicable ordinances and laws.

The Renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the AJCC in a clean and safe condition. Failure by the Renter to adhere to this provision, will subject Renter to loss of damage deposit. The Renter also agrees to abide by all rules and regulations that are attached and made a part of the contract. The Renter is responsible for damage or breakage to any portion of the AJCC and its property.

The Rental Procedures and Policies, Cancellation Policy, Reasons for Loss of Damage Deposit, Rental Fees, House Rules and Caterer & Florist Rules, which are enclosed hereto, are incorporated into this contract and by signing this contract, Renter is agreeing to all stipulations. In the event the AJCC shall learn that Renter intends to violate said rules, it reserves the right to cancel this contract and return all payments made to the AJCC to the Renter without further liability.

- ** Patrons must be at least 21 years of age to sign rental contract
** No event will take place without adult supervision
** Person who signs this contract must be present for event unless approved by Staff

Please initial the following:

- I have read and understand Rental Procedures and Policies, Cancellation Policy and Reasons for Loss of Damage Deposit
I have read and understand House Rules (including Alcohol Policy #5 & #6 on House Rules)
I have read and understand Caterer and Florist Rules
I have read, understand and signed AJCC Pool Contract & AJCC Pool Rules & Fees (if applicable)

Signature of Renter: Date:

Signature of AJCC Representative: Date:

FOR OFFICE USE ONLY:

of Deputies Required: Scheduled: Yes Date Scheduled:



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PAYMENTS

DATE	PAYMENT METHOD (VISA, MC, AMEX, DISC, CK # OR CASH)	PAYMENT AMOUNT (-) OR ADDITIONAL FEES (+)	BALANCE DUE

RENTAL PROCEDURES AND POLICIES

You are responsible for adhering to all regulations pertaining to the rental of the Augusta Jewish Community Center. **Please read through the entire package of rental information before signing the Rental Contract.** Failure to do so may result in loss of all or part of your damage deposit.

- A completed and signed Rental Contract and a \$150 damage deposit are required to guarantee rental date.
- **The remaining rental balance and miscellaneous charges are due no later than 30 days prior to event date.** Failure to pay the balance within the 30 days may result in loss of damage deposit and date requested.
- **If event is less than 30 days away, a \$150 damage deposit, full rental payment and all miscellaneous charges are due upon submission of completed and signed Rental Contract.**
- Damage deposit will be refunded provided that the AJCC staff is assured that all contract requirements are fulfilled.
- Refund of damage deposit will be issued by check in approximately 10– 14 business days after date of event.
- The AJCC may, at their discretion, cancel or refuse any rental for just cause.

CANCELLATION POLICY

- A letter of cancellation must be received before a refund can be processed.
- Damage deposit is refundable 90 days (3 months) or more prior to function date if event is cancelled.
- Cancellation less than 90 days (3 months) prior to event will result in loss of damage deposit.
- Change of function date is allowable 90 days (3 months) or more before function, provided the new date is available.

REASONS FOR LOSS OF DAMAGE DEPOSIT

- Late submission of required information regarding function.
- Breakage, damage, and/or loss of items from kitchen or facility.
- Early arrival or late departure.
- Violation of rules by Renter or vendors contracted by Renter.
- Destruction of facility or property of the Augusta Jewish Community Center.