



## Alcovy Conservation Center Rental Agreement & Property Policies

- **Reservation:** *To guarantee your reservation*, you must complete this reservation form and provide at least a \$100 deposit. The balance of the rental fee is due no later than the date of the reservation and must be paid before the start time of the rental.
  - Some activities may be restricted on the property. Prior to renting, you will need to provide a list of activities to GWF for review and approval.
  - Inflatable games/jumpers/rentals are not allowed for use on the Alcovy property under any circumstances.
- **Cancellations:** The deposit will be fully refundable if cancellations are made **at least 4 weeks prior** to the reservation. Deposits for reservations which are cancelled less than four weeks from the reservation date are not refundable and may be rescheduled at another available time.
- **Member or Non-Profit Discount:** We do offer discounts for our members and other non-profit organizations. If you would like to take advantage of this discount, let GWF staff know at the time of inquiry or reservation. Membership fees are non-refundable.
- **Rental hours:** The rental includes a minimum of 4 hours per day. Normal rental hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Rentals on Saturday, Sunday and holidays are flexible but must be discussed and agreed upon with the GWF staff. Any additional rental time over the scheduled rental hours will be charged accordingly at a rate of \$75 per hour. To comply with local noise ordinances, rentals, except for lodging, may not go past midnight (12:00am).  
**Please note the set-up and clean-up time must be included within the discussed rental time.**
  - Serving of alcoholic beverages and music must conclude at 11:00 pm to comply with local noise ordinances.
- **Catering:** The renter will have access to a caterer's kitchen with refrigerators, sink, and ice maker for setting up beverages, refreshments and/or catered meals. You may bring in your own coffee, beverages, refreshments, sandwiches, etc. You must also furnish your own serving ware and paper goods. You may also use a licensed and insured caterer of your choice. **A copy of both the caterer's business license and certificate of insurance may need to be provided to GWF.** Caterers are responsible for all materials and personnel brought into the facility. GWF is not responsible for any lost or stolen equipment or any other property belonging to the caterer or event host/hostess. No food or beverage services will be supplied by the GWF.
- **Set Up/Clean Up of Property:** Only table decorations (flowers, greenery, etc.) are permissible. No decorations may be affixed to any wall or door surface. Under no circumstances may any exhibits or pictures be removed from the facility. **It is the responsibility of the renter to pick up all trash and place in the receptacles provided, break down all cardboard boxes, remove all decorations from the facility, and remove all food/beverage items.**
  - The rented space must be left in its original condition to avoid damage charges. The renting party also agrees to relinquish the deposit in part or whole to cover repairs for any damages to the property or costs incurred as the result of any member of the visiting group. The renter also agrees to reimburse GWF for any additional cost of repairs that are over and above the initial deposit.

*To ensure the safety of your guests and preserve the Center's pristine natural environment, we respectfully request that you keep the following regulations in mind.*

- All guests/parties are required to check-in at the main ACC building before proceeding to designated rented facilities.
- The renter accepts full responsibility for any injury to persons or property that is the result of the renter's actions.
- The renter further accepts the responsibility for enforcing compliance with the terms and conditions of this agreement to the individuals attending said event. The renter will be held responsible for the conduct and behavior of any persons in their group.
- The renter may be required to provide a Certificate of Liability Insurance to GWF.
- GWF reserves the right to refuse the use of its facilities for any purpose deemed inappropriate at its discretion. Rental space use and policies are set by and may be changed by Georgia Wildlife Federation.
- Visitors who display inappropriate behavior (i.e. yelling, cursing, vandalizing property) will be asked to leave the ACC grounds.
- Renters must comply with standard residential noise ordinances.
- Please be courteous to other visiting groups. Guests are restricted to the specific area rented and the restroom area unless special arrangements have been made through the GWF office; the exchanging of spaces will incur an additional cost.
- GWF staff may assist guests who need (minimal) copying services or local dial facsimiles. A fee of \$.25 per page will be charged.
- ACC is a smoke-free facility, and smoking is prohibited within 100' of any door. Smoking is permitted in and around the Pavilion area.
- Firearms or weapons of any kind are prohibited inside the ACC facility.
- Alcoholic beverages are allowed but cash bars are strictly prohibited. All patrons must comply with all laws and local ordinances. GWF does not accept responsibility for the behavior of any patrons that have consumed alcohol on the property.
- The use or presence of illegal drugs or paraphernalia is not permitted on or around the Alcovy Conservation Center property.
- Animals are prohibited from entering enclosed buildings, with the exception of animals specifically for the use of a person with a disability or animals that are used for instructional purposes deemed appropriate by the GWF staff.
- Please be mindful of the wildlife which inhabits the property.

I have read and understand the terms of the rental agreement and rental policies.

Date: \_\_\_\_\_ Name of Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_