



St. Marys Convention & Visitors Bureau
 St. Marys Welcome Center
 400 Osborne Street
 St. Marys, GA 31558
 Phone: (912) 882-4000

Room Reservation Form

Date of Requested: _____
 Start Time: _____ End Time: _____ Expected Attendance: _____
 Name of Organization: _____ Contact: _____
 Address: _____
 Office Phone: _____ Cell Phone: _____ Email: _____
 Type of Event (Meeting, Board Meeting, Deposition, Etc): _____

Area Requested:

- _____ **St. Marys River Room (Exhibit Room) – \$200**
 Capacity: 10 Board Table plus 48 Theatre Style Seating
 10 Board Table plus 20 Classroom Seating
 *Classroom tables can provided but set-up must be done by group.
- _____ **Executive Conference Room – \$75**
 Capacity: 8 Board Table



Rooms Are Available for Rental from 9am to 5pm Mon-Sat.

GENERAL RULES AND REGULATIONS

PART I: This building has been provided by the City of St. Marys and the St. Marys Convention & Visitors Bureau for the use and enjoyment of the general public. It is in this spirit that these rules and regulations are in place. They are not intended to restrict your use. They are intended to ensure that all the citizens and visitors of St. Marys may enjoy the space.

1. Cleanup for events shall be responsibility of the user, as well as the cost of any damages that might occur.
 - A cleaning fee of \$25 will be charged IF the facility is not left as found.
2. No littering. Please place your trash in the receptacles, which have been provided.
3. **Deposit:** A non-refundable deposit of \$50 large room/ \$25 small room is required to reserve rooms.
4. **Cancellation:** The rental payment is refundable, less the non-refundable deposit, if cancellation occurs at least 30 days prior to an event; otherwise, this payment is forfeited.
5. Defacing or removal of any property is prohibited and will be strictly enforced. **No tape on walls.**
3. No self-propelled pleasure vehicles (bicycles, skateboard, scooters, skates, etc.) are to be used inside of or outside of the building.
4. The use of radios, televisions, boom boxes, etc., should at a minimum. Please consider others in the use of these devices.

I have read the rental conditions and agree to abide by the rental rules. _____ **Initial** _____ **Date**

5. Serving of alcohol in the building is subject to follow any City ordinance currently in place.
6. Children must be accompanied by an adult.
7. Vending in the building is only with the approval of the facility director.

PART II:

1. Special preparations for such events (such as extra moving, cleaning, etc.) will be the responsibility of the user, under the supervision of the St. Marys CVB staff or City staff or designee. Expenses for such preparation will be the responsibility of the user. Under no circumstances will such preparations permanently alter or deface the building. In this regard, decorations, which require the use of fasteners, such as nails or staples, are prohibited, even if they will subsequently be removed.
2. Special preparations for events (such as extra moving, cleaning, etc.) will be the responsibility of the user, under the supervision of the St. Marys CVB staff or City staff or designee. Expenses for such preparation will be the responsibility of the user. Under no circumstances will such preparations permanently alter or deface the building. In this regard, decorations, which require the use of fasteners, such as nails or staples, are prohibited, even if they will subsequently be removed.
7. The City of St. Marys and the St. Marys Convention & Visitors Bureau cannot assume the responsibility for personal or rental property brought onto the premises. Renter is solely responsible for safety, security and removal of all items brought in during an event.
8. The Ward Hernandez Building is a **Smoke-Free facility**. Smoking must be confined to outside areas, twenty-five feet from main entrance and discarded cigarettes/cigars placed in proper containers. Failure to clean up discarded smoking items, including cigarette butts, will lead to loss of some or all of the deposit or being charged a fee for clean-up.

PART III:

1. Any event in the building, which requires an admission charge, must be approved by the director and possibly City Manager or city council.
2. As a minimum, the same rules and regulations that apply to private groups and individuals shall apply. For-profit organizations shall require a contract for partial or exclusive use of the building.

Renter further agrees to and hereby does indemnify and forever hold harmless the City of St. Marys and the St. Marys Convention & Visitors Bureau, along with their agents, contractors, employees, trustees and officers, from and against and in respect to any and all demands, claims, causes of action, judgments, fines, penalties, damages (including consequential damages), liabilities, losses and expenses (including reasonable attorney's fees and costs of litigation) arising from or incurred in connection with: (I) the use or occupancy of the Ward Hernandez Building or any portion thereof by Renter or any of Renter's agents, employees, representatives, guests and attendees; (ii) any acts, omissions or negligence of Renter or any of Renter's agents, employees, representatives, guests and attendees; or (iii) any breach or violation of this Rental Agreement by Renter or any of Renter's agents, employees, representatives, guests and attendees.

The St. Marys Convention & Visitors Bureau warrants that it will perform its obligations to the Renter to the best of its ability. However, it is understood by all parties and agreed that the City of St. Marys and the St. Marys Convention & Visitors Bureau, along with their agents, contractors, employees, trustees and officers, shall not be held liable for non-performance resulting from occurrences beyond its control. Renter acknowledges and agrees that Renter is encouraged to examine and inspect the Ward Hernandez Building and its grounds to assess condition, suitability and fitness for Renter's permitted use.

I have read the rules and regulations of the Ward Hernandez Building and I understand and agree to abide by the aforementioned provisions.

Renter Name: _____ **Date:** _____

Renter Signature: _____

Approved by St. Marys CVB Director: _____

Date: _____ **Authorized Staff Signature:** _____