



Under the Chandelier
Venue and Rentals

1205 S US Hwy 301, Jesup GA 31546

P: 912.559.6923 | F: 912.559.6523

Lock Box:

- (1) Open the front black cover from the top
- (2) Press the code _____
- (3) Slide down the Top Slide (with Arrow) and the Bottom Slide (the "C") at the SAME TIME. This will open the box
- (4) Remove the key and unlock the door
- (5) Immediately place the key back on the hook in the box.
- (6) Press the same code _____
- (7) Slide both buttons down again to lock.

***There is a \$50 fee for lost key and \$75 fee if you lock the key in the building to have someone come unlock it for you.*

Wi-Fi:

Log in : UTC Guest

Password: party2018

Petite Chandelier Room: You will have a private entrance from the outside.

Access to the rest of the building will be locked. (Grand Chandelier Room)

If for some reason it is not locked, please don't allow your guest to enter this room because of insurance liability.

When you Arrive

If it's raining, place chairs in front of the Garage roll-up doors to prevent guest from falling. (Rain comes under the door)

Climate Control: UTC Staff has preset the temperature control and it will be set to adjust One Hour before your guests are expected to arrive. PLEASE do NOT adjust the thermostats. Call 912-294-1933 for problems with the temperature.

Parking: Use the area in front of the building for parking. This area will hold 90 cars. (See Attached Drawing). When this area fills, use the back field for parking. Drive in on the LEFT side of the building next to the kitchen and around to the back. (Parking Attendants available for hire through UTC upon request).

Please do not back up to the kitchen doors. There are sewer pipes right next to the surface that can be easily broken. Do not drive or park a vehicle past the chains.

Do not drive on the concrete in front of the building unless using for drop off when raining.

Do not park next to the back patio, French door entrance (we have planted grass here).



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Do not park next to the landscaping on the right side of the building.

Building: (Indoors)

Kitchen: The Kitchen has all the basic Kitchen equipment you will need. Can opener, Spoons, Tongs, Cutting board, knives, etc. These are provided for your convenience. Please leave them where you found them.

There is No open flame cooking allowed in the kitchen. All food must be removed from the kitchen before leaving (this includes the refrigerator). All trashcans must be emptied, and trash put in black garbage bags and taken outside. Fill the Green rolling trashcans (3 provided). All overflow trash must be put in black garbage bags provided and placed outside the kitchen doors.

Kitchen must be swept and mopped before leaving. All Kitchen counters and tables must be wiped clean.

Trashcans: 4 each - 30 gallon trashcans and extra bags are provided.

Ice Machine: When Kitchen has been rented, you may use the ice from machine while you are here. Please do not fill coolers to remove from property.

Coffee Maker:

Stove:

Refrigerator: You may have use of both refrigerators. Please be sure to remove all of your food and beverages before leaving. Please leave anything in the refrigerator that is not yours. Temperatures have been set, please do not adjust.

Lights:

Chandelier: light switches are by the front Entrance Doors. Instructions are printed on the switches. Tap the large button to turn the lights on and off. Press the smaller button on the sides up and down for dimming.

Track lights: Switches are Dimmers located on the walls on each end of the building.

Fluorescents: Are located by the double doors going into the Petite Chandelier room.

Outdoor Lanterns: Switches are located by the exit doors.

Entrance:

Grand Chandelier Ballroom Rental: Use the Double Front Entrance doors. (Keep the Petite Chandelier room Door locked)

Petite Chandelier Room Rental: Use the Far Left Door for Entry. If this is the only room rented the Grand Chandelier Ballroom doors will remain locked.



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Do not attach things to the walls.
Do not put holes in the sheetrock.
Do not lean tables and chairs against the walls, (Lean against the metal beams if necessary)
No Silly string, Hair color spray allowed inside

When Leaving the Venue:

- Be sure that all trash is removed
- Sweep up food and dirt
- Mop floors with the mop provided in the kitchen (Use the yellow mop/bucket or the Red flat mop with sprayer attached.
- Pick up trash and debris from the outside and parking lot
- Turn off all lights before leaving
- Lock all doors before leaving
- Place Key in the Lock box next to the Entrance Door

Air Conditioning/Heater: The System has been set for your convenience and is locked and cannot be adjusted on site. If you have a problem or need to make adjustments, please call 912-294-1933.

Building: (Outdoors)

Please abide by the parking instructions above.

Tents: No cooking allowed underneath or within 20' of the tent.

I hereby understand and accept all conditions and policies underlined in this contractual agreement.

Client Signature

Date