



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).



Under the Chandelier
Venue and Rentals

1205 S US Hwy 301, Jesup GA 31546

P: 912.559.6923 | F: 912.559.6523

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.



Under the Chandelier
Venue and Rentals

1205 S US Hwy 301, Jesup GA 31546

P: 912.559.6923 | F: 912.559.6523

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



Under the Chandelier
Venue and Rentals

1205 S US Hwy 301, Jesup GA 31546

P: 912.559.6923 | F: 912.559.6523

Under the Chandelier Venue and Rentals, LLC Alcohol Agreement

UTC, LLC (Under the Chandelier Venue & Rentals, LLC) is licensed to provide/sell Alcohol for your special event. UTC is licensed to sell Beer, Wine, and Champagne and will provide necessary staff Licensed Bartender, Bar Runner for your event. UTC Liquor Liability Insurance Policy will cover all necessary requirements and no additional Event Liability Insurance Policy is required to purchase for your event when UTC, LLC, purchases & provides alcohol.

We strongly encourage you to use the ease, convenience and cost efficiency of allowing UTC, LLC, to provide alcohol for your event.

NO ALCOHOL OTHER THAN THAT PROVIDED or AUTHORIZED & AGREED UPON, BY UTC, LLC, WILL BE ALLOWED ON VENUE PROPERTY. This is enforced by the State of Georgia Department Special Forces.

We have a sign outside the door that states “No outside Food or Beverages allowed inside”.

UTC, LLC prohibits anyone under the age of 21 years old to be drinking. The penalty for underaged drinking is imprisonment for up to one year and a \$1,000 fine. It’s important to know that Georgia treats non-alcoholic beer and wine as alcoholic beverages.

UTC, LLC is not accountable for any attendees that may have consumed alcohol while at an event held at UTC once they have left the premises. It is recommended that all attendees drink responsibility and stay within the Georgia alcohol limitations. Georgia alcohol laws prohibit driving under the influence (DUI). For those 21 or older, that’s driving a regular vehicle with a blood alcohol concentration (BAC) of 0.08 or higher. It’s 0.04 for those driving commercial vehicles. And it’s 0.02 for those under 21.

Leaving UTC’s premises with any opened, unsealed containers, bottles or alcoholic beverages is prohibited. All beverages are to be consumed in the building/property ONLY. You may not leave the property with any alcoholic beverages once served.

www.utcrentals.com



Under the Chandelier
Venue and Rentals

1205 S US Hwy 301, Jesup GA 31546

P: 912.559.6923 | F: 912.559.6523

UTC, LLC to Provide Alcohol:

We will purchase alcohol (beer, wine & champagne) per your requirements & selections. We have a general bar set up but will accommodate your recommendations as well. We provide Crystal White Wine, Red Wine, and Champagne Glasses. All beer is served in bottles unless otherwise requested. A Keg of beer can be provided, and Beer Glasses supplied or disposable cups.

CLIENT to PAY ALCOHOL COSTS: UTC, LLC, will purchase the alcohol using our License to do so per client's selections (Beer, Wine & Champagne) at our wholesale costs and provided to client at a discounted price. UTC, LLC, will provide bar (or bars) setup to include bartenders and bar runners.

(Setup costs \$100)

CASH BAR: In the event that Client requests a Cash Bar, UTC, LLC, will purchase alcohol per Client's selections and will provide bar set-up with attendants, as noted on the following page under "OPTIONS". All event guests will be responsible to purchase all drinks and all revenues collected to remain with UTC, LLC.

(Setup costs \$100)

CLIENT TO PROVIDE ALCOHOL:

Proof of an Event Liability Insurance Policy is required from:

Markel Insurance

(Minimum \$500,000 Limited Liability)

Markeventinsurance.com

1-855-422-5944

Can be attained within 24 hours

Costs:

Paid to Markel Insurance:

- **\$150** for Individuals
- \$200 for Companies (ie: Class Reunions; Company Office Parties; & etc).

www.utcrentals.com



Under the Chandelier
Venue and Rentals

1205 S US Hwy 301, Jesup GA 31546

P: 912.559.6923 | F: 912.559.6523

Paid to UTC:

- \$50/hour security guard for over 100 guests (minimum 4 hours)
- **\$175** Outside Alcohol Fee to UTC

OPTIONS:

Your servers: You set up and you serve
We set up and you serve

Our servers: We set up Bar and serve (Bartender and Bar Runner \$45/hour. **Minimum 3 hrs**)

CLIENT TO ALLOW ATTENDEES TO BYOB:

Same Liability Requirements as listed above.

Any patron found in violation of the UTC, LLC Alcohol Agreement, such as bringing into Venue or consuming on the grounds of the Venue, outside Alcoholic beverages or found using or supplying hard liquor that is not authorized by UTC, LLC will be asked to leave and a fine in the amount of \$750 will be charged to the Client in violation of Alcohol Policies as stated in Client Contract.

I have read and agree to comply with the UTC, LLC Alcohol Agreement:

Client Name

Date