



## Eagle Station The City of Patterson

3507 Williams Street; Patterson, Georgia 31557

Phone (912) 647-5776 \* Fax (912) 647-5157

[eaglestation2013@gmail.com](mailto:eaglestation2013@gmail.com)

<https://theeaglestation.org>

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THIS CONTRACT is entered into by the undersigned as lessee and the City of Patterson as lessor for the rental of the Clara Echols Auditorium (includes stage), Warming Kitchen, City Hall Board Room, Richard Griffis Brick Room, and/or Courtyard.

### Rental Rates: (Lessee MUST be 21 years of age)

- Security Deposit (will *NOT* be refunded upon cancellation) and Booking – *Due at contract signing in order to reserve dates:*
  - \$ 250 - plus ½ rental fee
  - \$ 500 for event with alcohol – plus ½ rental fee
  
- Venue Packages
  - All-Inclusive Package \$ 3,000
  - Clara T. Echols Package \$ 1,800
  - Richard’s Rustic Package \$ 1,000
  
- A La Carte Package (create your own package to meet your needs)
  - Echols Auditorium Only (stage included) \$ 750
  - Echols Auditorium (stage included) and Warming Kitchen \$ 925
  - City Hall Court/Council Room \$ 150
  - Richard Griffis Brick Room \$ 400
  - Courtyard (with access to restrooms ONLY) \$ 150
  - Art Gallery \$ 200
  
- Extras
  - Sound System (Auditorium ONLY) with Engineer \$ 200
  - Venue Assistant to stay after midnight \$ 200 per hour after midnight (12 a.m.)



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### All rooms are rented "As Is".

Deposit will be refunded within 15 days if inspection reveals no damage repairs or clean-up is needed. Those fees will be deducted from the deposit, or if needed, additional charges may be added.

**Cancellation: Full refund 30 days prior. Security Deposit WILL NOT be refunded.**

#### Guidelines:

- A. **Security Deposit and ½ rental fee are due at contract signing in order to reserve date(s)**  
*(Method of payments accepted: Debit/Credit Card, money orders, cash, or check (make checks payable to Eagle Station)).* \_\_\_\_\_
- B. Balance is due before access is allowed. \_\_\_\_\_
- C. Set up the day of event unless otherwise noted in contract. Extra Fees may apply. \_\_\_\_\_
- D. Event will not exceed 299 attendants in Auditorium; 150 in Brick Room. Call for other room occupancy numbers. \_\_\_\_\_
- E. NO cooking will be allowed (warmer cabinet is provided with rental of warming kitchen). \_\_\_\_\_
- F. The kitchen and equipment must be left clean or additional charges will be assessed. \_\_\_\_\_
- G. The closing time is midnight. Otherwise additional charges will be required. The City of Patterson's noise ordinance will apply to all events. \_\_\_\_\_
- H. NO rice, birdseed, etc. allowed in building. \_\_\_\_\_
- I. NO decorations or other items may be attached to walls or other parts of the building. \_\_\_\_\_
- J. **Moving/removing of wall items and furniture is NOT allowed without prior permission.** \_\_\_\_\_
- K. ALL decorations must be removed at close of event. \_\_\_\_\_
- L. ALL trash must be emptied into outside receptacles. \_\_\_\_\_
- M. The City of Patterson will NOT be responsible for any items left behind. \_\_\_\_\_
- N. If any unlawful or unsafe activities occur on the premises, Lessor will close the event immediately with NO refund to Lessee. \_\_\_\_\_
- O. Lessee assumes full responsibility for the conduct of guests, members, and vendors brought upon property during your event. \_\_\_\_\_
- P. There is a \$35 charge for returned checks. \_\_\_\_\_
- Q. Lessee is allowed to use tables and chairs **inside the building**, but must be responsible for securing items as instructed by Lessor. **Set up/ Break down fees are extra**, based on specific set up plans and staff availability. \_\_\_\_\_
- R. The serving of beer, wine, spirits, and/or champagne will ONLY be allowed inside the building and in the courtyard. All federal, state, and city laws regarding alcohol will be enforced. NO distilled spirits will be allowed. Lessor will contact the **Patterson Police Chief** before the event to engage the service of an off duty police officer to be on site during the event. The officer will be allowed access anywhere inside or outside the premises. The **Lessee will cover the cost of the officer at a rate of \$25 per hour, opening to closing of the event.** \_\_\_\_\_



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- S. Lessee agrees to assume complete and sole responsibility and liability for any and all injury or damage to property, real or personal, during the term of this contract. \_\_\_\_\_
- T. Members of the Eagle Station Advisory Board may be allowed access anywhere inside or outside the premises during the event to assure all items are in proper working order. \_\_\_\_\_

**Special Notations:** (Both parties agree and must initial at the end of each item above.)

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**Admin USE ONLY**

(LESSEE, please DO NOT write in this box):

**Security Deposit:**

Method of Payment:

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Check # \_\_\_\_\_ Debit/Credit Card Approval Code \_\_\_\_\_

Cash \_\_\_\_\_ Money Order # \_\_\_\_\_

**½ Rental Fee:**

Method of Payment:

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Check # \_\_\_\_\_ Debit/Credit Card Approval Code \_\_\_\_\_

Cash \_\_\_\_\_ Money Order # \_\_\_\_\_

**Remaining Balance:**

Method of Payment:

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Check # \_\_\_\_\_ Debit/Credit Card Approval Code \_\_\_\_\_

Cash \_\_\_\_\_ Money Order # \_\_\_\_\_



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## Event Details

Date of Event: \_\_\_\_\_

What type event: \_\_\_\_\_

Time of event: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Time before event to set up: \_\_\_\_\_

Total amount due: \_\_\_\_\_

By signing below, the undersigned acknowledges that he/she has read this entire contract and understands the provisions herein.

Name of Organization (if applicable): \_\_\_\_\_

Print Name of Lessee: **(MUST be 21 years of age)** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Eagle Station Official: \_\_\_\_\_ Date: \_\_\_\_\_