

Earle May Boat Basin
Smoke House
Rental Information



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EARLE MAY BOAT BASIN SMOKE HOUSE RENTAL POLICY

The City of Bainbridge is dedicated to improving the quality of life for all citizens by providing the best possible facilities for use and enjoyment.

The Rental/Usage Policy for the Earle May Boat Basin Smoke House is provided to insure all interested parties are allowed an opportunity to use this facility to accommodate their meeting, recreational, and/or individual needs.

AVAILABILITY: Use of the Boat Basin Smoke House may be granted to any individual, group, or organization that represents a non-profit entity. Under no circumstances will the use of this facility be granted for profit making activities. Reservations for use of the facility are on a first-come, first-served basis.

The City of Bainbridge reserves the right to deny an application based on the proposed use by the applicant. Renter(s) must be 21 years of age.

YOUTH ACTIVITIES: Youth activities will be a recognized local youth organization and/or activity, and shall be chaperoned by adults. It will be the sole responsibility of the City of Bainbridge to determine the appropriate number of chaperones based on the total number of participants. Under no circumstances shall the number of chaperones required be less than two (2).

DAMAGE LIABILITY: Renter is fully liable for any and all damage(s) to the facility and contents. In consideration for receiving permission to use the Earle May Boat Basin Smoke House, Renter agrees to release, waive, discharge, and covenant not to sue the City of Bainbridge, Georgia or any of their officers/employees, from any and all liability, claims, demands, and actions arising out of or related to any loss, damage or injury that may be sustained by participants, whether caused by the negligence, or otherwise, while participating in the event granted permission for use at the Earle May Boat Basin Smoke House.

DECORATIONS: Decorations or other décor which require the taping, stapling, nailing, or attachment otherwise are not allowed on any part of the building, including tables, chairs, walls, ceilings, and/or any other city owned fixtures.

No changes to the grounds outside the building may be made without first obtaining consent from the City of Bainbridge. This includes any pruning, cutting, etc., of plants and shrubs. According to Georgia law, rice throwing is prohibited because of the potential damage to birds.



Confetti, glitter, birdseed, foam, and bubbles may not be used in the building. Birdseed and bubbles are permitted outside of the building. Renter assumes responsibility for sweeping all inside and outside areas clean.

The Renter agrees to leave the facility in its' original pre-rental appearance and condition. Failure to do so may result in forfeiture of Damage Deposit.

SET-UP, CLEAN-UP, AND BREAK DOWN: Renter is responsible for setup. Six picnic tables are included and available for use by Renter. Additional tables and chairs may be rented. Renter is responsible for returning tables and chairs to their original setting before leaving. All leftover food, beverages, containers, and any other trash must be collected and bagged. All trash must be placed in containers.

FEES: Rentals are based on a daily rate of four (4) hours. The **Total Fee** is due and payable upon receipt of the key to the Renter for the facility. Upon receipt of the key by the renter, the building must never be left unattended when open. The key must be returned to the Bainbridge City Hall by 11:00 A.M. the following business day after the rental date. Failure to return the key by this time may result in forfeiture of Damage Deposit. The facility should be in the same state of cleanliness which existed upon renter's occupancy.

- Rental: \$75.00; additional hours: \$25.00/hr
 - Additional table (10-foot folding table): \$10.00
 - Additional chairs (a set of 10): \$10.00

DEPOSIT: To secure a reservation for the facility, a Damage Deposit of \$25.00 is due and payable when application is submitted. Any falsification or misrepresentation on the application form, which results in the City's cancellation of the rental agreement, will forfeit the applicants deposit fee. Condition and appearance of the facility will be assessed after the event by a representative of the City of Bainbridge. The Damage Deposit will be refunded when, in the opinion of the City, it has been determined that the building's interior and exterior condition is acceptable to the City. Damage Deposit will be refunded when all is cleared.

All rental cancellations require a seven (7) day notice prior to date of event for deposit to be refunded. Checks should be made payable to: City of Bainbridge, P.O. Box 158, Bainbridge, Georgia 39818.



EARLE MAY BOAT BASIN SMOKE HOUSE RENTAL CONTRACT

Organization/Individual Name: _____

Address: _____

Street

City, State, Zip Code

Phone: _____ Email: _____

Type of Event: _____ No. of Guests: _____

Date of Event: _____ Time of Event: _____

From

To

- No event will be permitted to last beyond 11:00 P.M.

Rental Rate (4 Hours): \$75.00 \$ _____

Additional hours: \$25.00/hr _____ hours x \$25.00 \$ _____

Additional Tables: \$10.00 per table _____ x \$10.00 \$ _____

Additional Chairs: \$10.00 for 10 chairs _____ x \$10.00 \$ _____

***TOTAL FEE** \$ _____

Damage Deposit: \$25.00 \$ _____

TOTAL RENTAL FEE INCLUDING DAMAGE DEPOSIT \$ _____

I have read the rental/usage policy for the Earle May Boat Basin Smoke House and agree to abide by all requirements stated therein and take full responsibility for the rental event and all who participate in the event/activity.

City of Bainbridge does not refund any payment in cash. All refunds will be made in the form of a check from the City of Bainbridge.

Renter's Signature: _____ Date: _____



OFFICE USE ONLY

Paid with: CHECK CASH CREDIT

Date Received (Damage Deposit): _____

Dated Received (Rental Fee): _____

Amount Paid:

Rental Rate (4 Hours):	\$75.00	\$ _____
Additional hours: \$25.00/hr _____ hours x \$25.00		\$ _____
Additional Tables: \$10.00 per table _____ x \$10.00		\$ _____
Additional Chairs: \$10.00 for 10 chairs _____ x \$10.00		\$ _____
	*TOTAL FEE	\$ _____
	Damage Deposit: \$25.00	\$ _____
	TOTAL RENTAL FEE INCLUDING DAMAGE DEPOSIT	\$ _____

Key No.: _____ Date Key Picked Up: _____ Date Key Returned: _____

Date Damage Deposit Returned: _____

Comments:

Application Processed and Approved By: _____