

**RESERVATION FORM**

Edward B. Pope Conference Center  
48 Lexington Ave, Washington, GA 30673

Name of Event:

Hosting of Event:

Date of Event:

Expected # of Participants:

Set-up Date:

Set-up Time:

Event Start Time:

Event End Time:

Are additional practice or set-up days needed? \_\_\_\_\_ If yes, what dates? \_\_\_\_\_  
(Early setup fee is \$13/hour with 5-hour minimum due at the time of booking. Non-refundable.)

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Type of Event: (Check all that apply)**

\_\_\_\_\_ **Open Event** (Anyone can attend)

\_\_\_\_\_ **Private Event** (By invitation-only)

\_\_\_\_\_ **Ticket Sale Event:** If tickets are sold without authorization, the event will be cancelled, rental fee will be refunded, and deposit will be forfeited.

\_\_\_\_\_ **Teen Party** (No alcohol permitted for any event involving teenagers. Requires 1 adult per 10 youth in attendance.)

**Will alcohol be served?** \_\_\_\_\_ **NO** \_\_\_\_\_ **YES**

**Alcohol policy:** No alcohol shall be served or sold without prior approval of the City of Washington. Valid liquor license required, along with Sheriff's Office security as defined in the Rules of Use. Fees for security are set by the Sheriff's Office. Applicant must pay security fee to the Sheriff's Office at least 5 business days prior to the event. It is the sole responsibility of the applicant to contact the Sheriff's Office. No alcoholic beverages allowed outside during an event unless it is an approved outdoor event.

## Rules of Use:

1. Reservations may be made over the phone. A non-refundable deposit must be received by the City of Washington (hereafter referred to as City) within 5 business days to hold the reservation. After the 5 days, if no deposit has been received, the date will be open to another booking. Deposit amount is determined by the room reservation and can range from \$75.00 to \$315.00. If booking is less than 10 days from date of request, full payment must be made within 24 hours to hold the reservation. The deposit is refundable if the terms of the rental agreement are met including cleaning the facility and returning the key.
2. The full amount to rent the facility is due 30 days prior to the scheduled event. If payment is not received, the City reserves the right to cancel the scheduled date.
3. If a deposit is made with a check and the check is returned for any reason, the reservation will be cancelled immediately.
4. You have 10 business days prior to the scheduled event to cancel without forfeiting the rental fee, minus the deposit. Any event cancelled after that deadline will forfeit the rental fee.
5. The event contact person completing the application must be 21 years or older to reserve the Pope Center. A valid ID must be provided.
6. **Event must end by 1:00am and building cleared by 2:00am.** Decorations and event materials must be removed by noon following the event if there is not another scheduled event. If there is another scheduled within 24 hours of your event, then ALL decorations must be removed within 3 hours of ending the event or a \$13/hour fee will be assessed and taken from the deposit.
7. If most attendees are age 19 years or younger, then the event must end by 12:00 midnight and building cleared by 1:00am. There must be 1 adult for per 10 attendees for supervision purposes.
8. The event may not exceed the maximum capacity for the room(s) rented. Capacity varies depending on room set-up. See attached listing of max capacity for each room.
9. It is understood and agreed that the City reserves the right to control and manage the Pope Center to enforce all necessary and proper rules for the management and operation of the event. The City reserves the right, through duly appointed representatives, to eject any objectionable person(s) from the premises. The event applicant waives all claims for damages against the City or its officers, agents or employees resulting from the exercise of this authority.
10. Avoid bringing anything into the Pope Center that contains glitter. That includes decorations, signage, and even clothing. Loose glitter sticks to chair upholstery and flooring, which is problematic for Pope Center custodial staff.
11. The event contact person is responsible for making sure all trash containers are emptied in the building and making sure the entrance area, halls and restrooms are left clean. If the Pope Center staff determines the required cleanup was not sufficient and requires an additional cleaning, the event contact person can be charged an additional cleaning fee. If a professional cleaning service is required, the event applicant is responsible. The cleaning charge will be billed at a maximum of \$275.00 and is due the following business day after the event. If not paid within 10 business days, it will be sent to collections and, or small claims court.
12. A walk-through of the facility will be conducted at the end of the event or the following business day if no attendant was required for the event. Pope Center staff will notify the designated event applicant to ensure the required cleaning responsibilities of the event applicant has been met. (See attached specifications for cleanup.)
13. Applicants cannot use the Pope Conference Center's name or any images of the Pope Conference Center in any advertisements without prior approval from the City.
14. To assure safety in the facility, the applicant will select a pre-defined room and facility set-up that follows the fire safety rules and regulations of the State of Georgia.

15. Placement of tables, chairs and other furniture shall not be altered by the event applicant or event participants. Said placement of tables, chairs and other furniture have been done by facility staff to assure safety and compliance with fire safety laws and regulations.
16. The only persons permitted to alter the reserved use of the Pope Conference Center space and services are the Pope Center staff and the event contact person whose signature is found at the end of this event reservation request.
17. The Pope Center staff are not responsible for setting up additional tables and chairs brought in by the lessee. All set ups are done prior to the event. Moving tables, chairs, tables, stage removal, and taking out trash is the responsibility of the applicant after initial set up has been done and during the event.
18. The Pope Conference Center will provide a facility that follows the Americans with Disabilities Act. The Event Contact person shall provide to the Pope Conference Center any special event requirements necessary to maintain compliance with the Act.
19. The event contact person shall assure that the rented space of the Pope Conference Center and the general common areas of the Pope Conference Center are in the same condition than before the set-up for the event. Adherence to this condition of space rental shall entitle the event applicant to a deposit. Failure to comply will result in loss of the deposits.
20. All appliances are available for use by renter at no extra charge. However, if any appliance such as the ice maker are not operating properly, the City will not be held responsible or be expected to give a reduced rate or refund of rent. All appliances are considered a bonus and not a requirement.
21. Cooking appliances such as fryers, griddles, and grills must be used outside. No exceptions.
22. In the event of any dispute arising out of the reservation request agreement and the utilization of space and services of the Pope Conference Center, the dispute(s) shall be settled in accordance with arbitration rules applied by the City.
23. If multiple events are requesting the Pope Center for the same day, the Pope Center representative will determine if the events are compatible occur simultaneously. The City reserves the right to deny rental of property if the events are determined to be incompatible, even if space is available. Alcohol cannot be served at any event at the Pope Center when a children's function is taking place in the building at the same time.
- 24. In the event any provisions related to the consumption or sale of alcohol are violated, the event contact person's right to the Pope Center is terminated and activities shall cease immediately. An event applicant who violates these provisions shall forfeit the security deposit.**
- 25. Code of Ordinance of the City require that the serving of alcohol at the Pope Conference Center be performed by a business with a valid alcohol pouring license and will have a certified bartender working under the business license.**
- 26. Serving or selling of alcohol at an event requires the presence of 2 police officers: 1 officer to monitor inside the building and 1 officer to monitor the parking lot. The contact person on the event reservation request is responsible for making all security arrangements with the Sheriff's Office.**
- 27. If approved to serve alcohol, the event contact person agrees to meet with the Sheriff's Office regarding the event at least 5 business days prior to the event. A City representative will confirm with the Sheriff's Office that security for the event has been arranged. Failure to arrange for the Sheriff's Office presence will result in the cancellation of the event.**

**Please initial each line to confirm agreement with the rules; then sign below.**

\_\_\_\_\_ I will personally be providing all food and beverages for the event.

\_\_\_\_\_ I will hold harmless, indemnify, and defend the City for food or diet related sensitivity issues claim resulting from any food/drinks consumed at the event.

\_\_\_\_\_ I will notify the Pope Center staff of any special equipment that will be used at the event.

\_\_\_\_\_ I would like to have a list of local caterers or restaurants that can cater my event.

\_\_\_\_\_ I hereby agree to remove all trash/litter/debris and clean up at the end of the event or risk forfeiting the deposit.

\_\_\_\_\_ I will hold harmless, indemnify, and defend the City for copyright claims resulting from the playing of recorded music at the event or from the live performance of music at the event.

\_\_\_\_\_ I will meet with Fire Chief, Sheriff's Office, and/or EMS Director if needed and instructed to do so.

\_\_\_\_\_ I give permission to the City to photograph, video record the event to produce marketing materials for the Pope Conference Center. Said permission specifically includes the use of event photographs and event video recording in printed advertising as well as digital advertising.

\_\_\_\_\_ Event flyers & promo material is to be approved by City Administrator prior to publishing.

**Waiver of Liability**

Definition of "Without Liability": When stated in any provision of this Application, "Without Liability" means that there will be no liquidated damages, attrition fees, cancellation fees, rental charges, service charges or any direct, consequential, compensatory, special incidental damages or any other damages or amount of any nature whatsoever.

The event applicant waives all claims for compensation for all loss or damage sustained by reason of any defect, deficiency, failure or impairment of the water supply system, drainage system, heating system, electrical system, ventilation system, or refrigeration system lending to or on the premises. In the event the Pope Conference Center or any part thereof is damaged by fire or if for any reason including any act of God, or failure of utilities which in the judgment of the Building Official, renders the fulfillment of this rental agreement by the City impossible, the renter hereby expressly releases and discharges the City and its agents from all demands, claims, actions and causes of actions arising from any of the causes aforesaid.

***I have read the Rules of Use and Waiver of Liability Form, I understand them, and hereby agree to them. I acknowledge that I have the authority to execute the Waiver of Liability Form. Failure to comply with the rules of use will result in cancellation of the scheduled event. Further, if an event is cancelled due to a violation of the rules of use, the City will retain all monies paid.***

\_\_\_\_\_  
Signature of Responsible Event Contact Person

\_\_\_\_\_  
Date

**POPE CONFERENCE CENTER  
PRE-EVENT WALK-THROUGH INSPECTION**

The following conditions must be addressed before the rental agreement is approved:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The following conditions are pre-existing, and the event applicant is not responsible for them:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Cost Estimate Provided by City of Washington:**

Deposit	\$ _____
Rental	\$ _____
Other	\$ _____
Total	\$ _____

***I have completed a walk-through inspection with the event applicant.***

\_\_\_\_\_  
Signature City of Washington Representative

\_\_\_\_\_  
Date

***I acknowledge that a walk-through of the rooms I wish to rent was completed by myself and a Pope Conference Center representative.***

\_\_\_\_\_  
Signature of Responsible Contact Person

\_\_\_\_\_  
Date

**How to Submit Application:**

Deliver to City Hall, 102 E. Liberty St., Washington, GA 30673

Or

Mail to City of Washington, P.O. Box 9, Washington, GA 30673.

Payments can be in the form of cash, money order, check, or credit card.

## OCCUPANCY LOAD FOR EDWARD B. POPE CONFERENCE CENTER

ROOM NAME	CAPACITY W/ TABLES & CHAIRS	CAPACITY W/ CHAIRS ONLY
BALLROOM	253	544
MAGNOLIA	134	300
WASHINGTON	80	180
WILKES	80	180

**NOTES:** Magnolia, Washington and Wilkes Rooms can be combined by removing partitions. Total occupancy is the sum of capacity for each of the rooms being combined. The Ballroom is separate from all the other rooms, so it cannot be combined to form an even larger room.

Option 1: Combine Magnolia + Washington Rooms with tables & chairs = 214-person capacity.

Option 2: Combine Magnolia + Washington Rooms w/ chairs only = 480-person capacity.

Option 3: Combine Magnolia + Washington + Wilkes Rooms w/ tables & chairs = 294-person capacity.

Option 4: Combine Magnolia + Washington + Wilkes Rooms w/ chairs only = 660-person capacity.

When occupancy exceeds 950 persons, extra toilets must be provided for guests at a ratio of 1 toilet per 125 males and 1 toilet for every 65 females.