



Rental Rules and Regulations

Maximum capacity: 100 guests

Music:

- Clients may have amplified, moderate volume, music inside the building, but none in any outside areas.
- Event music must end no later than 11pm according to Dekalb County ordinance
- Clients may have very low volume music, outside the building, for a wedding ceremony.

Failure to abide by these rules could result in shut down of the event by the Avondale Police

Security:

- Clients will be given a code to enter the building through the kitchen door. This code also disarms the alarm system in the event you set off the alarm.
- At the event's end, lock all glass doors from inside. Follow the directions taped to the doors.
- Close kitchen door securely from outside. Press Yale. Door will lock

Clean up:

- Trash bags are not provided. Clients must bring large, heavy gauge bags.
- All trash and garbage must be secured inside garbage bags and placed inside the large covered garbage cans outside.
- Place recycling in the recycling bins. The blue bins are for hard plastic, aluminum cans, paper and cardboard. Breakdown cardboard boxes and stack them. The orange bins are for glass only.
- Please do not leave trash of any kind outside on the patio, porch, lawn, or parking lot.

Decorations:

- Do not use any tape, nails, tacks, screws or adhesives. The plastic walls are not easily repaired if damaged by these items.
- No decorations may be hung from the fans or light fixtures

Prohibited materials:

- Inside – rice, birdseed, glitter, confetti, silly string, sequined items.
- Outside – plastic or nylon flower petals, glitter, confetti, silly string, sequined items.
- No uncovered candles are allowed. Real candles must have a votive holder or hurricane around them, but we encourage battery powered candles.
- Sparklers are prohibited everywhere EXCEPT the parking lot
- Pyrotechnics of any kind are absolutely prohibited.

A/C and heating:

- Air conditioners and heating system function at optimum efficiency only when doors are closed.
- If you find the temperature to be uncomfortable during your event, ensure all doors are closed as much as possible and contact the Facility Manager at 404-617-6266 to adjust the thermostats remotely.

Outdoor:

- Use of tables and chairs outside requires set up by clients and return inside at event's end.
- Only white chairs are to be used outside. All upholstered chairs are for inside use only.
- Private event/no parking signs are located in the front closet for you to use. If they are used, ensure they are brought back inside at the end of the event.

Smoking:

- Is allowed only outside the facility. Please dispose of cigarettes in containers provided.

Rentals:

- Furniture and tent rentals require approval of the facility manager.
- Clients provide all their own linens, flatware, dishes and glassware.

Client's signature _____

Agreement Date _____

Rental Manager _____