



REVISED: JAN. 7<sup>TH</sup>, 2019

**BUFORD COMMUNITY CENTER, TOWN PARK & THEATRE - RENTAL AGREEMENT**  
 2200 Buford Highway, Buford, Georgia 30518 · 770-945-6762 · 770-932-7987 fax · www.cityofbuford.com

Rooms	Available Facilities	Banquet	Classroom	Capacity	Capacity
		(√) sq. footage			
	<b>Philip Beard Ballroom</b>	<b>4374</b>	<b>300</b>		<b>275</b>
	<b>Ballroom Section A</b>	<b>2422</b>	<b>160</b>		<b>150</b>
	<b>Ballroom Section B</b>	<b>1952</b>	<b>130</b>		<b>130</b>
	<b>School</b>	<b>500</b>	<b>NA</b>		<b>20</b>
	<b>Railroad</b>	<b>878</b>	<b>80</b>		<b>40</b>
	<b>Railroad A</b>	<b>437</b>	<b>40</b>		<b>20</b>
	<b>Railroad B</b>	<b>441</b>	<b>40</b>		<b>20</b>
	<b>Amphitheater Suite 1</b>		<b>NA</b>		<b>NA</b>
	<b>Amphitheater Suite 2</b>		<b>NA</b>		<b>NA</b>
	<b>Bridal Suite</b>		<b>NA</b>		<b>NA</b>

Saturday Ballroom Rental Fees		Full Day	Half Day	Non-Profit Full Day	Non-Profit Half Day
Rooms	<b>Philip Beard Ballroom</b>	<b>\$3500</b>	<b>\$2000</b>	<b>\$3000</b>	<b>N/A</b>
	<b>Ballroom Section A</b>	<b>\$2000</b>	<b>\$1200</b>	<b>\$1750</b>	<b>N/A</b>
	<b>Ballroom Section B</b>	<b>\$1500</b>	<b>\$800</b>	<b>\$1250</b>	<b>N/A</b>

<b>School</b>		<b>\$200</b>	<b>\$175</b>	<b>\$150</b>	<b>\$125</b>
<b>Railroad</b>		<b>\$400</b>	<b>\$250</b>	<b>\$300</b>	<b>\$200</b>
<b>Railroad A</b>		<b>\$200</b>	<b>\$125</b>	<b>\$150</b>	<b>\$100</b>
<b>Railroad B</b>		<b>\$200</b>	<b>\$125</b>	<b>\$150</b>	<b>\$100</b>
<b>Amphitheater Suite 1</b>		<b>\$250</b>	<b>\$125</b>	<b>\$250</b>	<b>\$125</b>
<b>Amphitheater Suite 2</b>		<b>\$250</b>	<b>\$125</b>	<b>\$250</b>	<b>\$125</b>
<b>Bridal Suite</b>		<b>\$250</b>	<b>NA</b>	<b>\$250</b>	<b>NA</b>
<b>Outdoor Ceremony Fee</b>		<b>\$525</b>	<b>\$525</b>	<b>NA</b>	<b>NA</b>
<b>Lobby for Reception</b>		<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>
<b>Amphitheater Rental</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>
<b>Town Lawn</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>

<b>BCC Front Parking</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>
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<b>Sun/Fri</b>				<b>Non-Profit</b>		<b>Non-Profit</b>	
<b>Facility Rental Fees</b>		<b>Full Day</b>	<b>Half Day</b>	<b>Full Day</b>	<b>Half Day</b>		
<b>Rooms</b>	<b>Philip Beard Ballroom</b>		<b>\$2000</b>	<b>\$1000</b>	<b>\$1,500</b>	<b>\$1000</b>	
	<b>Ballroom Section A</b>		<b>\$1150</b>	<b>\$600</b>	<b>\$850</b>	<b>\$600</b>	
	<b>Ballroom Section B</b>		<b>\$850</b>	<b>\$400</b>	<b>\$650</b>	<b>\$400</b>	
	<b>School</b>		<b>\$200</b>	<b>\$175</b>	<b>\$150</b>	<b>\$125</b>	
	<b>Railroad</b>		<b>\$400</b>	<b>\$250</b>	<b>\$300</b>	<b>\$200</b>	
	<b>Railroad A</b>		<b>\$200</b>	<b>\$125</b>	<b>\$150</b>	<b>\$100</b>	
	<b>Railroad B</b>		<b>\$200</b>	<b>\$125</b>	<b>\$150</b>	<b>\$100</b>	
	<b>Amphitheater Suite 1</b>		<b>\$250</b>	<b>\$125</b>	<b>\$250</b>	<b>\$125</b>	
	<b>Amphitheater Suite 2</b>		<b>\$250</b>	<b>\$125</b>	<b>\$250</b>	<b>\$125</b>	
	<b>Bridal Suite</b>		<b>\$250</b>	<b>NA</b>	<b>\$250</b>	<b>NA</b>	
	<b>Outdoor Ceremony Fee</b>		<b>\$525</b>	<b>\$525</b>	<b>NA</b>	<b>NA</b>	
	<b>Lobby for Reception</b>		<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	
		<b>BCC Amphitheater</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>
	<b>BCC Town Lawn</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	
	<b>BCC Front Parking</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	

<b>Mon-Thurs</b>				<b>Non-Profit</b>		<b>Non-Profit</b>		
<b>Facility Rental Fees</b>		<b>Full Day</b>	<b>Half Day</b>	<b>Full Day</b>	<b>Half Day</b>			
<b>Rooms</b>	<b>Philip Beard Ballroom</b>		<b>\$1500</b>	<b>\$750</b>	<b>\$1000</b>	<b>\$500</b>		
	<b>Ballroom Section A</b>		<b>\$850</b>	<b>\$425</b>	<b>\$600</b>	<b>\$300</b>		
	<b>Ballroom Section B</b>		<b>\$650</b>	<b>\$325</b>	<b>\$400</b>	<b>\$200</b>		
	<b>School</b>		<b>\$200</b>	<b>\$175</b>	<b>\$150</b>	<b>\$125</b>		
	<b>Railroad</b>		<b>\$400</b>	<b>\$250</b>	<b>\$300</b>	<b>\$125</b>		
	<b>Railroad A</b>		<b>\$200</b>	<b>\$125</b>	<b>\$150</b>	<b>\$100</b>		
	<b>Railroad B</b>		<b>\$200</b>	<b>\$125</b>	<b>\$150</b>	<b>\$100</b>		
	<b>Amphitheater Suite 1</b>		<b>\$250</b>	<b>\$125</b>	<b>\$250</b>	<b>\$125</b>		
	<b>Amphitheater Suite 2</b>		<b>\$250</b>	<b>\$125</b>	<b>\$250</b>	<b>\$125</b>		
	<b>Bridal Suite</b>		<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>NA</b>		
	<b>Outdoor Ceremony Fee</b>		<b>\$525</b>	<b>\$525</b>	<b>NA</b>	<b>NA</b>		
	<b>Lobby for Reception</b>		<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>		
		<b>BCC Amphitheater</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	
		<b>BCC Town Lawn</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	
	<b>BCC Front Parking</b>		<b>\$750</b>	<b>\$750</b>	<b>\$750</b>	<b>\$750</b>		

**\*Rental of the BCC Amphitheater, Town Lawn, and/or Front Parking Lot for festivals and events is subject to approval and issuance of a Special Use Permit by the Buford City Commission. Additional fees for city staffing requirements may apply.**

### Pricing: Additional Items

Item	Price
Candelabras (includes candles, per table)	\$15
Dance Floor (18x18 square ft)	\$500
Disco Ball	\$150
Disco Night Package (includes dance floor and disco package)	\$600
Linen (white floor length, price per table)	\$15
Projector & Screen	\$75
Microphone	\$25

Rentals require a four (4) hour minimum.

\*Theatre rentals coordinated with the Director of the Buford Community Center. Contact Todd Cleveland at (770)-945-6761 ext. 4657

\*Lobby, Dressing Rooms, and Amphitheater Suites may not be booked more than 30 days out from a requested event to ensure that there are no conflicts with theatre or amphitheater performances. \_\_\_\_\_ (Initial)

\*\*Half-day rentals are 4 hours maximum including setup and breakdown. Priority will be given to full day, full ballroom rental on Saturdays. Half day and half room Saturday rentals may be allowed at the discretion of the BCC Director. \_\_\_\_\_(Initial)

\*\*\*A \$500 service fee will be added for requested full room setup changes during an event (e.g. wedding ceremony then setup of reception). Room setup changes are only permissible if the total number of attendees is 200 or less.

\*\*\*\*Non-profit pricing shall only be granted to organizations that provide valid documentation of 501c3 status. The 501c3 organization must be the entity renting and supplying payment for the space in order to receive non-profit pricing.

The City reserves the right to amend this fee structure and to charge additional fees for items not stated above (e.g. audio/visual equipment) and for other miscellaneous equipment and items unique to such rental.

#### **Rental Application**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Tel (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant Type: Commercial Private Civic Organization Non-Profit

Facilities Requested: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Est. Attendance: \_\_\_\_\_

Configuration: [attach floor plan]     Banquet Style     Theater     Classroom     Reception     Other

Alcohol Present?    Yes    No (see attached information regarding security) If Yes, what time will alcohol service begin? (required) \_\_\_\_\_ What time will alcohol service end? (required) \_\_\_\_\_

\*Please note that alcohol can be served for a maximum of 4 hours unless previously approved by the City Manager.

Would you like to request additional service time?   Yes   No

Food/Beverage Present?    Yes    No    Caterer Present?    Yes    No

AV & Equipment Requests: \_\_\_\_\_

AV & Equipment Fees: \_\_\_\_\_

**Payment Information (checks payable to “City of Buford”)**

Total Rental Fees, Equipment Fees, and Taxes: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Total Fees Due: \$ \_\_\_\_\_

Advance Deposit Due: \$ \_\_\_\_\_

Balance of \$ \_\_\_\_\_ due on or before \_\_\_\_\_

Cash or Check # \_\_\_\_\_ Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

<p style="text-align: center;"><b>Refund / Cancellation Policy</b></p> <ol style="list-style-type: none"><li>1.. 100% of the rental fee is required to reserve your space.</li><li>2. Cancellation more than six months in advance of an event shall result in the loss of 25% of the rental deposit.</li><li>3. Cancellation less than six months in advance of an event will result in forfeiture of the full rental deposit.</li></ol>
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