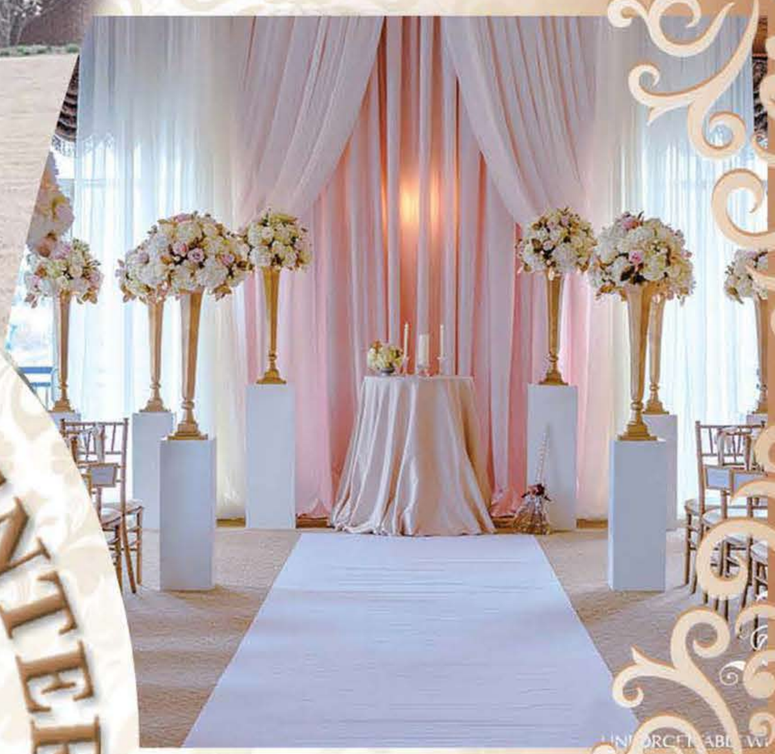


BUFORD COMMUNITY CENTER

BCC

TOWN PARK & THEATRE

RENTAL INFORMATION

Event & Sales Manager:
Amy Brown

EMAIL: ABROWN@CITYOFBUFORD.COM

PHONE: (678) 889-4627

WEDDINGS * MEETINGS * CORPORATE EVENTS

THE BUFORD COMMUNITY CENTER, TOWN PARK & THEATER

RENTAL INFORMATION

Available Facilities	(√)	sq. footage	Banquet Capacity	Theatre-Style Capacity
Philip Beard Ballroom		4374	300	350
Ballroom Section A		2422	130	230
Ballroom Section B		1952	80	180
School		500	NA	20
Railroad		878	60	40
Railroad A		437	30	20
Railroad B		441	30	20
"Something Blue" Suite			NA	NA

Theatre rentals coordinated with the Director of the Buford Community Center.
Contact Todd Cleveland at 770-945-6762

Rentals require a four (4) hour minimum.

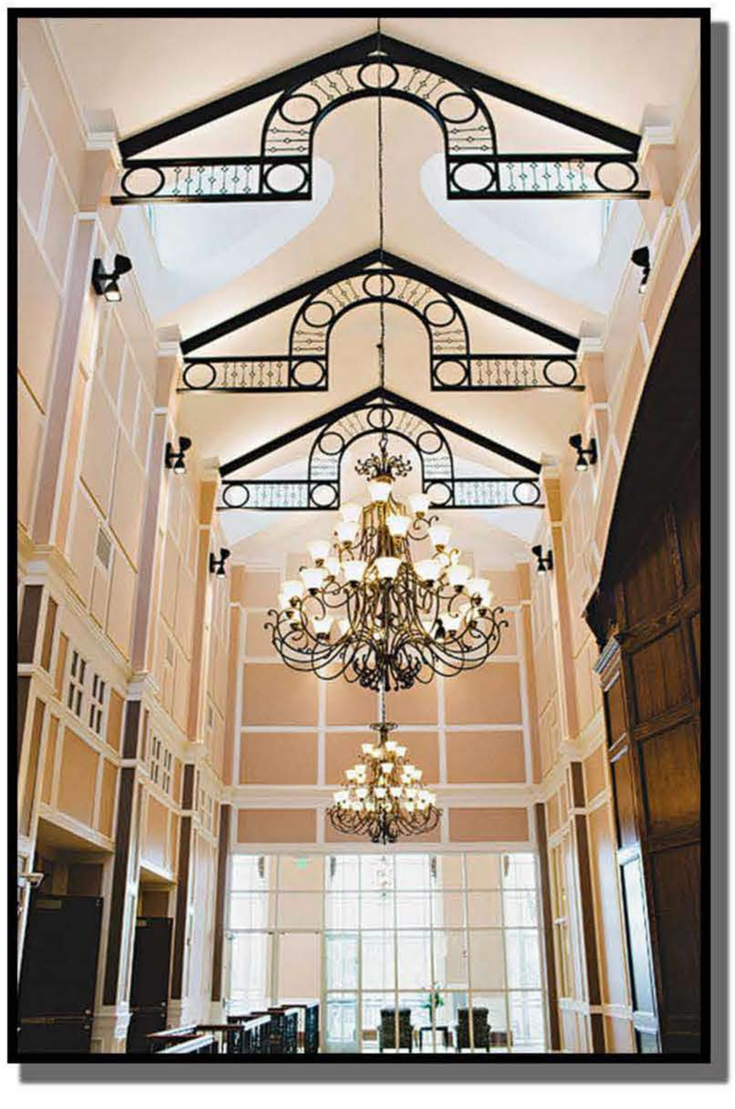
Lower Atrium & Amphitheater Suites may not be booked more than 30 days out from a requested event to ensure that there are no conflicts with theatre or amphitheater performances.

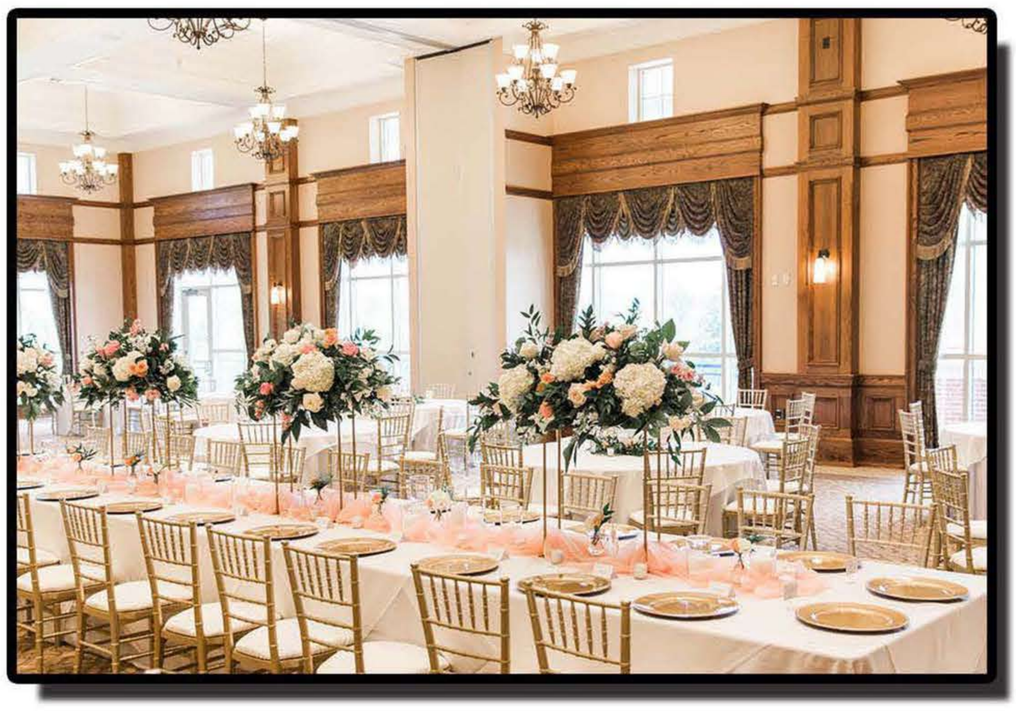
Half-day rentals are 4 hours maximum including setup and breakdown. Priority will be given to full day, full ballroom rental on Saturdays. Half day and half room Saturday rentals may be allowed at the discretion of the BCC Director.

Alcohol can be served for a maximum of 4 hours unless previously approved by the City Manager.

A $500 service fee will be added for the requested full room setup changes during an event (e.g. wedding ceremony converted to wedding reception).

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.





Saturday Facility Rental Fees		Full Day	Half Day	Non-Profit Full Day	Non-Profit Half Day
Philip Beard Ballroom		$3500	N/A	$3000	N/A
School		$200	$175	$150	$125
Railroad		$400	$250	$300	$200
Railroad A		$200	$125	$150	$125
Railroad B		$200	$125	$150	$125
“Something Blue” Suite		$250	N/A	$250	N/A
Lower Atrium		$250	$250	$250	$250
Outdoor Ceremony Fee		$525	$525	$525	$525

FRI/SUN Facility Rental Fees		Full Day	Half Day	Non-Profit Full Day	Non-Profit Half Day
Philip Beard Ballroom		$2000	$1000	$1500	$1000
Ballroom Section A		$1150	$600	$850	$600
Ballroom Section B		$850	$400	$650	$400
School		$200	$175	$150	$125
Railroad		$400	$250	$300	$200
Railroad A		$200	$125	$150	$125
Railroad B		$200	$125	$150	$125
“Something Blue” Suite		$250	N/A	$250	N/A
Lower Atrium		$250	$250	$250	$250
Outdoor Ceremony Fee		$525	$525	$525	$525

(MON-THUR) Facility Rental Fees		Full Day	Half Day	Non-Profit Full Day	Non-Profit Half Day
Philip Beard Ballroom		$1500	$750	$750	$375
Ballroom Section A		$850	$425	$425	$200
Ballroom Section B		$650	$325	$325	$150
School		$200	$175	$150	$125
Railroad		$400	$250	$300	$200
Railroad A		$200	$125	$150	$125
Railroad B		$200	$125	$150	$125
“Something Blue” Suite		$250	N/A	$250	N/A
Lower Atrium		$250	$250	$250	$250
Outdoor Ceremony Fee		$525	$525	$525	$525

Pricing: Additional Items

Item	Price
Candelabras (includes candles, per table)	$25
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)	$18
Projector & Screen	$75
Microphone	$25

BANQUET SPACE RENTAL AGREEMENT

Facility Usuage - Banquet facilities may not be reserved more than one (1) year in advance nor shall the facilities be reserved for long-term, reoccurring functions and events. No facilities may be used for fundraising purposes without prior approval from the City of Buford. Ticketed entry, cover charges, entry fees, and similar outlays shall be prohibited while renting the banquet facilities without prior written approval by the City of Buford. Commercial stolicitation and transactions are prohibited without prior written approval by the City of Buford. Request for periodic, regularly recurring use of facilities must be approved by the City of Buford. When facilities are not in use for scheduled activities, and are available to the public for rent, then use of facilities is available on a first come, first serve basis. The City may waive the respective rental fee for any service organization that is housed within the City of Buford that was in existence prior to 1995 and at one point utilized the former Buford Civic Center as a meeting location. (e.g. Lions Club, Lanier Women's Club, Rotary, Kiwanis)

Hours – Facilities may be rented Monday through Thursday 8:00 a.m. to 10:00 p.m. , Friday & Saturday 8:00 a.m. to midnight, and Sunday 12:00 p.m. to midnight. No facility may be used past midnight. Please allow ample time for setup before the event and clean up after the event. Half day rentals are (4) hour maximum and full day rentals are (12) hour maximum. Setup and breakdown must take place within the specified rental time. Rentals do not include setup time or rehearsal time the day prior to the event. Prior day rentals are subject to the fee schedule in the Rental Agreement, subject to availability. All vendor drop-offs, setup, breakdown, and cleanup must take place within the specified rental time.

Booking – Rental of facilities is arranged through the City of Buford. Facilities and dates are considered a firm or contractual commitment ONLY upon execution of a Facility Rental Agreement by the Event Sponsor and the City of Buford specifying all details of the commitment. The full rental fee is required upon execution of the Facility Rental Agreement. Any remaining balance is due thirty (30) days prior to the event.

Rental Fees – The full rental fee is due upon the execution of the Facility Rental Agreement. Any additional fees and the damage deposit are due thirty (30) days prior to the event. Applicant and guests may be subject to eviction, loss of damage deposit and additional rental fees up to twice the rental rate if event exceeds the Rental End Time. Applicant may also lose facility use privileges.

Setup - Room rental fees include the general setup of the Buford Community Center tables and chairs as designed with the BCC staff. Setup of décor and any materials/items provided by a third party vendor is the responsibility of the supplier and/or renter.

Damage Deposit - All rental applicants shall pay a rental damage deposit. The deposit is refundable, if and only, the facility is left clean and clear of food, decorations, etc. and there is no damage to furnishings or equipment. The BCC reserves the right to retain appropriate portions of the deposit should extensive cleaning of the facility be necessary. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant shall be billed for any additional expenses. Damages could lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the City of Buford and will not be refunded until the facility has been inspected by City personnel. The amount of the security deposit will be based on the number of attendees as stated below.

Ballroom	
0-150 Attendees	$300 Deposit
151+ Attendees	$500 Deposit
Other Meeting Space	
0-50 Attendees	$50 Deposit
50+ Attendees	$250 Deposit

Insurance - A Liability and Indemnification Agreement must be signed by the renter for all events, both public and private. A certificate of insurance is required for all events booked for the theatre as well as all third-party vendors that operate in, around, or make deliveries to the Buford Community Center for any given event. The City of Buford requires comprehensive public liability and property damage insurance with a combined single limit of at least one million dollars ($1,000,000), issued by a company licensed to provide such coverage in the State of Georgia, insuring against all liability arising out of the use of the Community Center. The City of Buford shall be listed as an additional insured on the policy and certificate.

Reservation Status - A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel and the full rental fee has been received. Rental applicants shall not advertise any event until this time.

Cancellation Policy - Cancellation more than six months in advance of an event shall result in the loss of 25% of the rental deposit. Cancellation less than six months in advance of an event will result in a forfeiture of the full rental fee. Force Majeure-The City of Buford shall be excused from liability and any damages or loss suffered by the Renter for the obligations outlined in this agreement due to force majeure which shall include but not limited to acts of God, fire, flood, explosion, earthquake, tornado, or other natural forces, war, civil unrest, accident, pandemic, or other event similar to those enumerated above. The city may only excuse the Renter from obligations in this agreement in the event of force majeure as defined above. The City of Buford retains the right to postpone or cancel events and rental agreements that are determined by staff to be affected by such events in its sole discretion and shall refund deposits and payments for canceled events accordingly.

Waiver of Fees - The City of Buford has the right to waive fees at the sole discretion of the City Manager or City Commission.

Cleaning - The facility shall be cleaned, all decorations and trash shall be removed, and the facility shall be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the dumpster behind the building. All table tops, chairs, countertops, and any appliances used shall be wiped clean. Rental applicant is not required to sweep or mop. If it becomes necessary for City personnel to do an extensive cleaning there shall be a corresponding deduction from the damage deposit, as determined by the City of Buford in its sole discretion.

Prohibited Items - Food items containing red dye are not permitted in the Buford Community Center; including red punch, red velvet cake, food items with red/pink icing, etc.. Real red rose petals are prohibited as floor or table décor. Helium balloons, confetti, thrown rice/birdseed, and glitter are prohibited in the center. Birdseed shall be the only item allowed to be thrown in the driveway or parking lot. Sparklers and bubbles may be used outdoors at these events but shall be properly disposed of following the event. Fog and haze machines are prohibited from use in the facility.

Decorations - No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass, or fixture. Helium balloons are not permitted in the Community Center. No signs or banners may be affixed in the entry way of the Community Center without prior approval from City personnel.

Alcoholic Beverages - Alcohol may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Georgia as long as the rental applicant abides by the following rules: (1) Alcoholic beverages must be obtained through and served by the BCC Preferred Caterer. (2) Approved caterers, other than the BCC Preferred Cater, may supply their own alcohol if the approved caterer is also the rental applicant. (3) If alcohol is being served, a Gwinnett County Police Officer must be present from the time guests begin arriving to the end of the event. City personnel will engage and schedule Gwinnett County Police Officer(s) as well as payment for the services of the officer(s). The number of police officers needed for an event serving alcohol is listed below. The fee for obtaining police officer(s) is determined by the Gwinnett County Police Department. The total fee for security shall be paid to the City in advance and City personnel shall secure police for the event. (4) Events in which alcohol is being served shall not serve alcohol beyond four (4) hours. The alcohol serving period may be extended longer than four (4) hours at the discretion of the City Manager. Extension of the serving period will be on a case by case basis and may be subject to other stipulations as designated by the City Manager. Request shall be made by application as determined by the Director. Approval must be received prior to the event. If the extension is not approved, parties will be notified as soon as practical.

Number of Guests	Required Number of Police Officers (4) hour minimum
0-150	1
151-350	2
350+	3

Caterers - All food and beverage is to be arranged through a Buford Community Center approved caterer. The Buford Community Center will select a preferred catering company that will provide all alcoholic beverages as well as concert and theatre concessions. Approved caterers that rent their own space will be allowed to furnish their own alcoholic beverages in compliance with city and state alcohol ordinances.

Handicapped Access - Buford Community Center, Town Park & Theatre is handicapped accessible. Handicapped parking is available in the front and sides of the building.

Minors - Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten (10) minors present during the event. For any event in which alcohol is being served, the renter shall be at least 21 years of age.

Personal Property - The City of Buford is not responsible for any valuables or personal property left on the premises.

Smoking - Smoking and vaping is prohibited inside the Buford Community Center, Town Park & Theatre.

Phillip Beard Ballroom

"Something Blue" Bridal Suite

Ceremony Pergola

Railroad Classroom

School Classroom

APPROVED CATERERS

The Buford Community Center requires utilization of the Approved Caterers listed below. While you may choose any caterer featured on this list for food and beverage, Proof of the Pudding is the sole alcohol/bar service provider. Superior in their field, these industry experts are hand-selected to complement and enhance your occasion.

PROOF OF THE PUDDING
ckirkpatrick@gassouthdistrict.com
www.proofpudding.com
t (770) 813-7657 c (678) 592-8383

Since 1979, Proof has been crafting innovative culinary creations led by our talented team of Chefs - fresh, local farm-to- fork fare. Our unparalleled quality is the same whether it's a boxed lunch for a hundred or a banquet for a few thousand. At Proof, our commitment is to create an extraordinary experience for all our clients. Oh, and we will dish out great food too!

CHEF DAVID CATERING
(770) 925-0509
www.chefdavid.net
chefdavid@chefdavid.net

For the past 33 years, Chef David Catering has established a reputation as a catering company with exquisite taste for some of the best culinary creations, innovative presentations, and the best customer service in the industry. We can assist you with other party planning needs such as dinnerware, linens, event rental, floral, wedding cakes, DJ, ice sculptures, and more. From something casually elegant to an event that's more classic and timeless, we plan and execute every detail to help you make a lasting impression all with a cost-sensitive style. When you need flawless planning and coordination, call Chef David Catering.

DISTRICT EVENTS
(888) 922-8377
www.districtecm.com
sales@districtecm.com

As the Exclusive South Asian Caterer for the Buford Community Center, District Events and Catering is a full-service luxury event catering company. Our traditional and distinct menus allow us to service a wide range of events, from small intimate settings to luxurious grand affairs! Our commitment to providing the freshest and most delicious menus means we'll prepare much of our food on-site rather than purchasing prepared or frozen foods. This passion for fresh food and memorable culinary experiences allows us to attract the best bakers, chefs, servers, and kitchen staff to prepare food and work events.

JIM N NICKS BAR-B-Q
(770) 886-2540
www.jimnnicks.com
cateringatl@jimnnicks.com

Jim 'N Nick's serves fresh food, made from scratch each day with time-honored recipes that capture the flavor and experience of the South. From casual affairs to upscale/rustic boutique, we can design an event that exceeds your expectations! Southern goodness - always served with genuine hospitality.

REA KITCHEN & RENTALS
(404) 902-0423
www.reakitchenrentals.com
catering@reakitchenrentals.com

REA Kitchen & Rentals caters from oriental to traditional African dishes. We customize every meal to fit your specific needs and desires.

RICO'S WORLD KITCHEN
(770) 519-7812
www.ricosworldkitchen.com
rico@ricosworldkitchen.com

We offer an alternative from the ordinary. Our unique take on familiar favorites and international comfort food brings an exciting culinary touch to any style event.

PREFERRED PROFESSIONALS

The Buford Community Center strongly encourages utilization of the additional professionals featured. Superior in their field, these industry experts are hand-selected to complement and enhance your occasion.

... Accommodations

COURTYARD BY MARRIOT MALL OF GEORGIA
(678) 745-3380
www.marriott.com/atlbm

EXPLORE GWINNETT
(770) 814-6059
www.exploregwinnett.org

SPRINGHILL SUITES MALL OF GEORGIA
(678) 714-2150

... Attire & Beauty

AFFORDABLE BRIDAL, INC.
(770) 932-9772
www.affordablebridalinc.com

BEAUTY BABES ATL
(470) 323-6888
www.beautybabesatl.com

HAUTE AIR
(678) 943-6817
www.hauteairsalon.com

... Cakes & Desserts

BAKING GROUNDS
(678) 765-6621
www.thebakinggrounds.com

BARRETT'S BAKED GOODS
(678) 209-8598
www.barrettsbakedgoods.com

PUBLIX BAKERY
(770) 967-1249
www.publix.com/bakery

... Event Planning

FINALLY FOREVER
(678) 977-3119
www.finallyforeverLLC.com

WHITE VINE WEDDINGS
(770) 655-2167
www.whitevineweddings.com

... Event Rentals

ATLANTA PARTY RENTALS
(404) 425-9966
www.atlantapartyrentals.com

ANGEL LINENS
(678) 789-8171
www.angellinens.com

CLASSIC TENTS & EVENTS
(770) 449-1010
www.classic-tents.com

... Floral & Design

BRIDES & BLOOMS
(678) 936-9374
www.bridesandblooms.net

DESIGN HOUSE OF FLOWERS
(770) 904-4488
www.dhweddingsandevents.com

... Music

BEAUTY & THE BEAT
(770) 365-2156
www.beautybeatdj.com

MIKE JONES ENTERTAINMENT & EVENTS
(770) 402-0805
www.mikejoneseae.com

... Photography & Videography

CRAIG OBRIST PHOTOGRAPHY
(678) 362-3949
www.craigobrist.com

SOUTHERN FRAME STUDIO
(678) 936-0839
www.southernframestudio.com

WEDFLIX
(404) 227-3812
hello@wedflix.tv

... Transportation

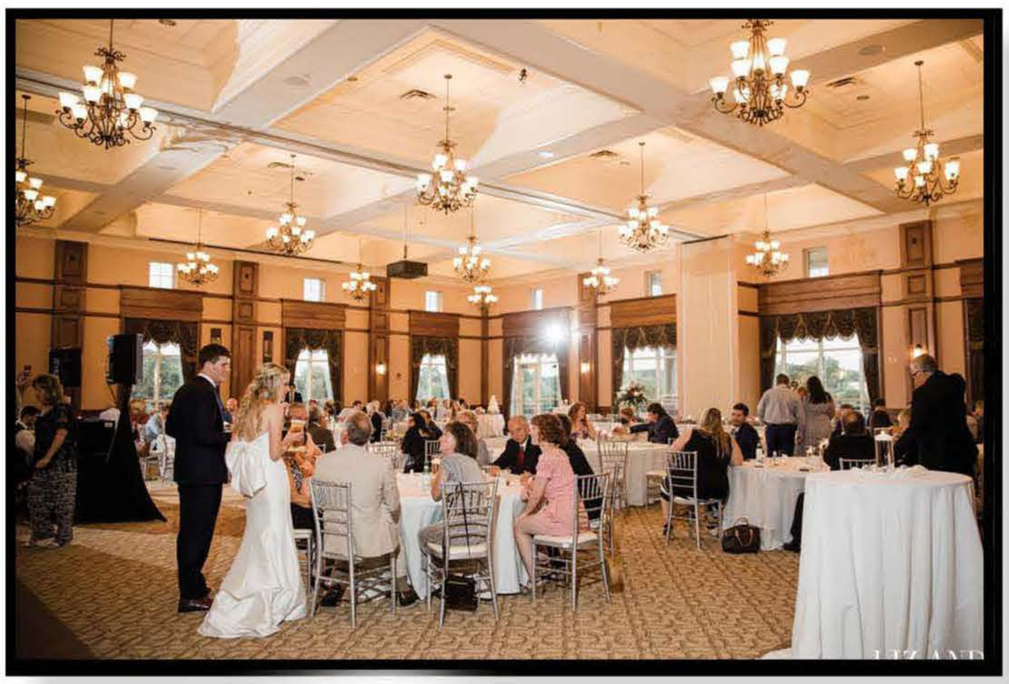
GEORGIA LIMO
(770) 447-0025
www.galimo.net

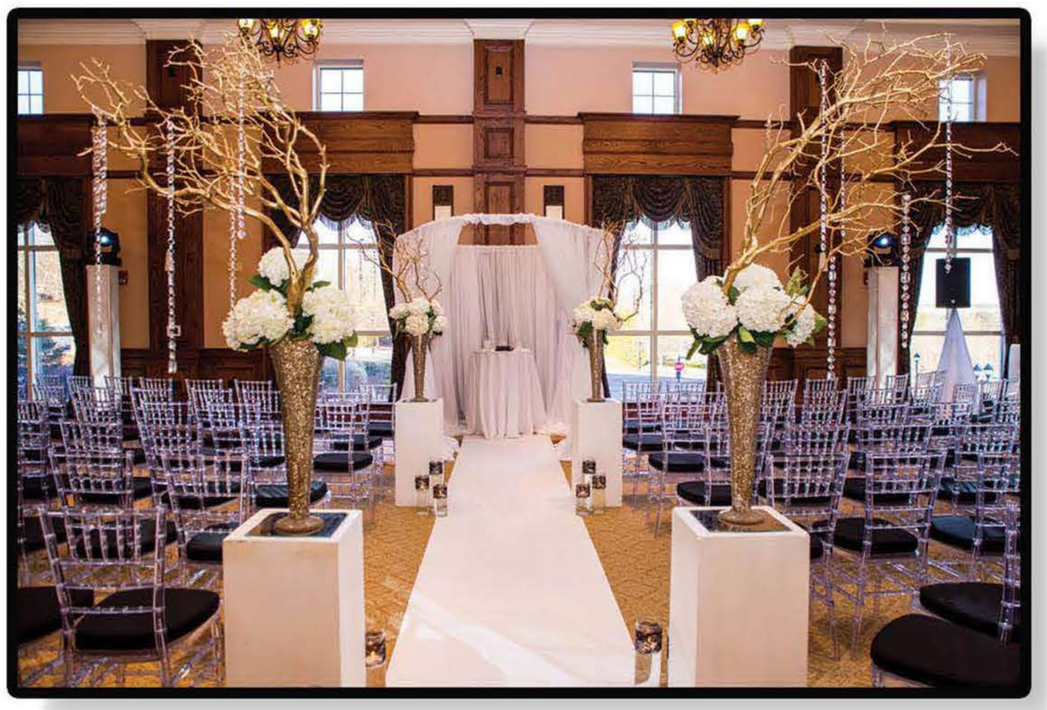
... Venue

BUFORD COMMUNITY CENTER, TOWN PARK, & THEATRE
(770) 945-6762
www.bufordcommunitycenter.com

BUFORD COMMUNITY CENTER
BCC
TOWN PARK & THEATRE

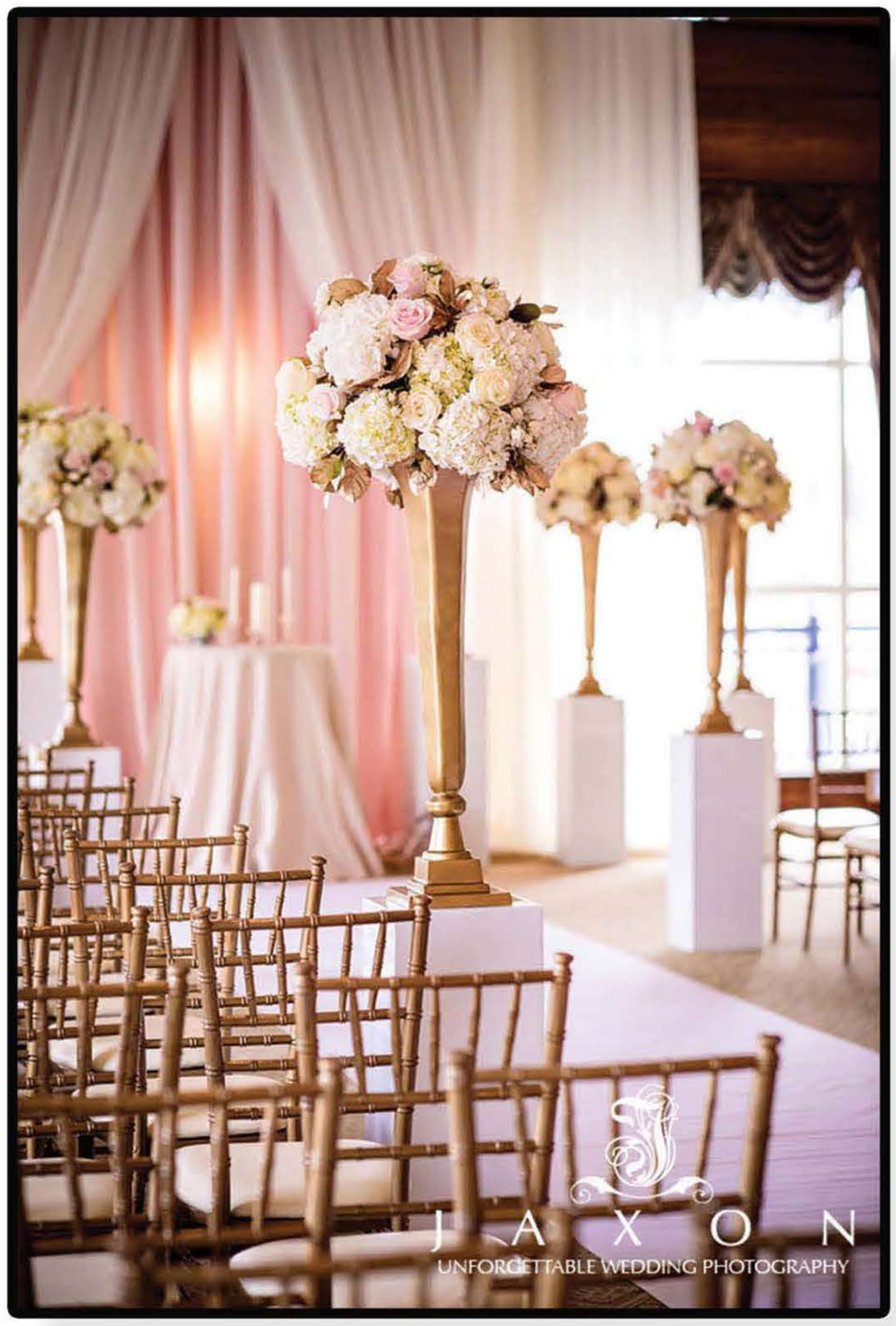
BUFORD COMMUNITY CENTER AND THEATRE

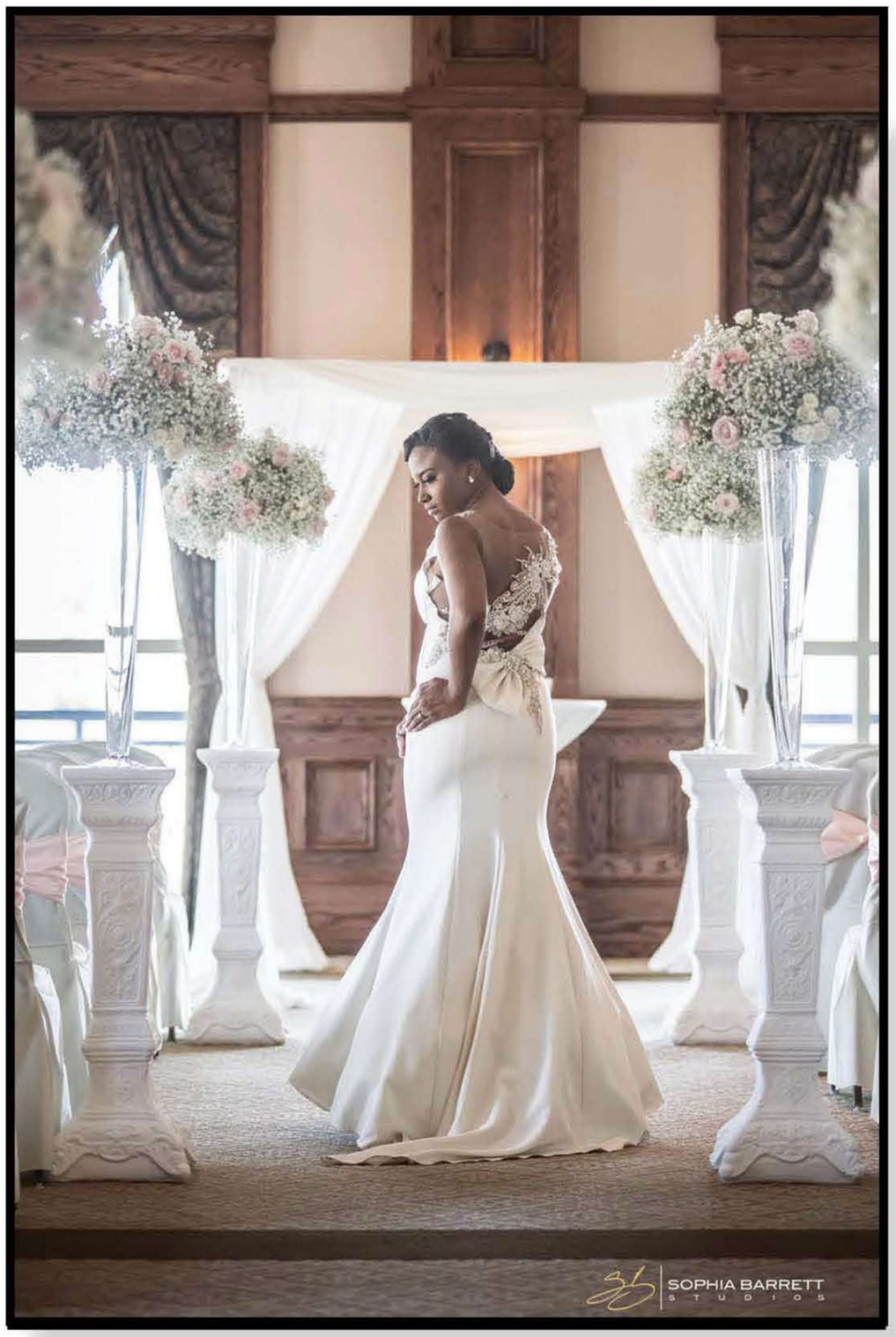


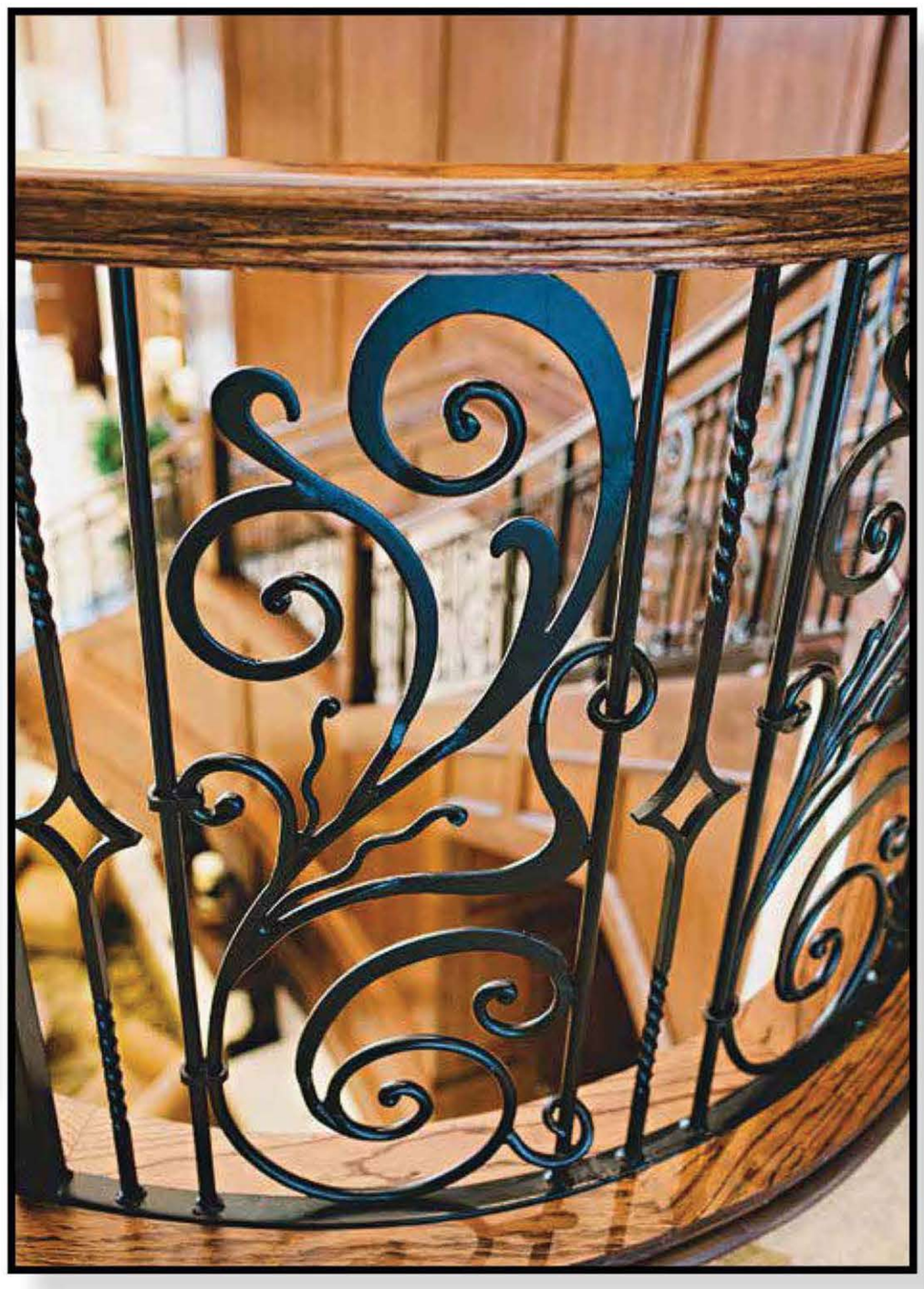


CRAIG OBRIST
PHOTOGRAPHY

Coca-Cola
Coca-Cola


J A X O N
UNFORGETTABLE WEDDING PHOTOGRAPHY


SOPHIA BARRETT
STUDIOS



BUFORD COMMUNITY CENTER

BCC

TOWN PARK & THEATRE

THE BUFORD COMMUNITY CENTER

2200 BUFORD HIGHWAY, BUFORD,GA 30518
(770) 945-6762 * (770) 932-7987 (FAX)
WWW.BUFORDCOMMUNITYCENTER.COM