



# Facility Rental Agreement and Contract Phinizy Center for Water Sciences

Please note: Reservation is not guaranteed until you receive confirmation from Phinizy Center.

Rental purpose:	
Proposed date:	Proposed rental times: (To include set up & break down.)
Function times:	Estimated number guests:
Renter/Organization name:	
Contact name:	Alternate contact:
Address:	
Phone:	Fax:
Alternate phone:	
Email:	
Alternate Email:	
<b>Space/s &amp; service/s requested (please select all applicable):</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> Conference Room with kitchen facilities</li> <li><input type="radio"/> Education Classroom with deck</li> <li><input type="radio"/> Outdoor Event Areas (Front of Park and Sunrise Pond Area)</li> <li><input type="radio"/> Outdoor Nature Park Classrooms &amp; Decks</li> <li><input type="radio"/> Pfizer Picnic Pavilion or Campus Pavilion</li> <li><input type="radio"/> Fire Pit</li> <li><input type="radio"/> Electricity use for Campus pavilion</li> </ul>	Full day (8 hours) \$200, ½ day (4 hours) \$110 Full day (8 hours) \$200, ½ day (4 hours) \$110 Full day (8 hours) \$100, ½ day (4 hours) \$60 Full day (8 hours) \$100, ½ day (4 hours) \$60 \$20 per hour, minimum 4 hours \$15 per hour, minimum 4 hours \$10 per 4 hours
Add-ons: <ul style="list-style-type: none"> <li><input type="radio"/> Kitchen facilities</li> <li><input type="radio"/> Projector</li> </ul>	Full day \$50, ½ day \$30 Full day \$50, ½ day \$30 *must provide own laptop
Additional services: <ul style="list-style-type: none"> <li><input type="radio"/> Private Guided Hike</li> <li><input type="radio"/> Activities &amp; Games. Inquire for more details.</li> </ul>	\$50 up to 20 people Please ask for more information
Refundable damage deposit	\$75 (required for all reservations)

Credit Card #: \_\_\_\_\_ (Visa, Master Card, Discover, AmEx)

Exp. Date: \_\_\_\_\_

Verification#: \_\_\_\_\_  
(last 3 digits on signature strip)

Billing Zip: \_\_\_\_\_

### Facility Rental Discounts

*Friends of Phinizy members receive 10% discount on facility rentals.*

When you become a Friend of Phinizy member you become an important part of the Phinizy Center team! Your financial support helps take care of the Nature Park, advance important water research, and educate current and future generations. Friends of Phinizy annual member packages start as low as \$35.

***Check here if you would like information about becoming a Friend of Phinizy.***

### How did you learn about our Rental Facilities?

- Phinizy Center Website
- Facebook
- Other Social Media
- Park Kiosks
- Swamp Shop
- Other:

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### Rental Procedures

**All agreements are between the Renter and Phinizy Center for Water Sciences. Any failure by a Renter to comply with all guidelines will result in loss of all or a portion of the damage deposit. Phinizy Center strongly advises that you, the Renter, familiarize yourself and anyone helping you with all the rules and regulations contained in this information packet.**

- Upon approval by Phinizy Center, Renter will receive a copy of this Facility Agreement and Contract as confirmation of facility rental.
- Damage deposit of \$75 is due upon Renter's receipt of Facility Agreement and Contract.
- Remaining balance is due no less than 14 days prior to the facility rental date.
- A 10% penalty fee may be incurred if final payment is not received by the 14-day deadline.
- Damage deposit refund will be processed 10-14 business days after function pending Phinizy Center review that all contractual requirements have been fulfilled.
- A pre & post function walk through will be completed by a Phinizy Center representative & the Renter.
- Renter is responsible – and will be held responsible – for any caterer, florist, band, DJ, bartenders, guests or other parties involved in the event, all of whom are deemed Renter Entities as that term is used in the Facility Agreement and Contract.
- Props, decorations, linens, or any other item to be used for function may NOT be delivered or stored outside of documented rental times.
- Items left behind are not the responsibility of Phinizy Center.
- Phinizy Center may request full payment of fees at time of reservation depending on facility rental demands.
- ***Alcohol may be served, but not sold, in compliance with applicable County, City and State laws and regulations. The Renter is solely responsible for ensuring compliance with all applicable regulatory and licensing requirements. Phinizy Center may request proof of permits as deemed necessary.***

## Reasons for Forfeiture of Damage Deposit

- Destruction, loss, and/or misuse of facility or property belonging to Phinizy Center.
- Entry before specified rental time, and/or departure after rental time.
- Violation of rules or terms of Facility Agreement and Contract by the Renter or Renter Entities.

## Cancellation Policies

- All cancellations must be made in writing by the Renter no less than fourteen days prior to the scheduled function.
- A \$30 administrative fee will be charged for all cancellations.
- Phinizy Center will retain all fees paid for cancellations made less than seven days prior to the scheduled function. Damage deposit will be refunded in full.

## House Rules and Regulations

- Phinizy Swamp Nature Park is open from dawn to dusk. Rental times are not available outside of the Park operating hours.
- A Phinizy Center representative will be present during all rental times.
- **Smoking is not permitted anywhere in the Nature Park or its facilities.**
- Firearms are not permitted in the Nature Park.
- Please do not touch or feed any wildlife.
- Motorized vehicles are not permitted in the Nature Park.
- Sparklers and fireworks are not permitted in the Nature Park or its facilities.
- All events will maintain moderate noise levels. This is a public park and your music and noise levels may not disturb or distract other park goers or wildlife. **You will be given one warning and then asked to leave if noise levels go beyond what is permitted.**
- Lewd or offensive behavior by the Renter or Renter Entity may result in immediate event termination with no refund.
- **Throwing confetti, glitter, silly string, and similar items outdoors is strictly prohibited.**
- Birdseed, rice, and/or bubbles are allowed and may be used outside of Phinizy Center buildings.
- Balloons can be used for decoration but they must be secured at all times and all remnants should be removed during clean up.
- Renter is responsible to ensure compliance with all terms, conditions, and requirements stated herein are met.

### *Specific to Outdoor Classrooms & Decks, and the Pfizer Picnic Pavilion:*

- Pets must be leashed & cleaned up after.
- Please be a good steward by leaving the area clean.

### *Specific to Pfizer Picnic Pavilion only:*

- Grills are allowed. All hot coals, hot wood, etc , must be taken with you. Please do not dump hot items in trash cans or anywhere in the Nature Park.
- Portable music devices are allowed, however sound is to be kept low and within the pavilion.

- If security for event is desired, please contact Lieutenant Paul Johnson if you would like to request Richmond County Sheriff's Office security. All costs paid for by renter. 706.828.7148 or PJohnson@augustaga.gov

### **Florist Rules**

- Delivery and pick up must be during the specified rental time as dictated by the Renter.
- In all cases, the Renter is responsible for cleaning up any debris left during the delivery or construction of arrangements.

### **DJ/Band Rules**

- DJs and bands are not permitted in any outdoor rental facilities.
- Delivery and pick up must be during the specified rental time as dictated by the Renter. Please adhere to noise level requests.

### **Additional Hours Calculation**

- Renter will be charged an additional fee for each hour or part thereof that any Renter Entity occupies the premises outside of the time stated in the Facility Agreement and Contract.
- Each additional hour or part thereof will result in an additional charge of 10% of the rental fee per hour. Example: If the rental fee is \$500, the additional hourly rate \$50 per hour.

### **Standard Clean Up Requirements**

- All clean up must be completed during the time of the rental - clean up drink & liquid spills, wipe down tables, clean off any wall markings, floors swept, all trash picked up, etc.
- The Renter is responsible for cleaning up all spaces used.
- Any trash generated by the event must be placed in the trash cans provided and taken to the dumpster in front of park.
- All decorations must be removed before departing.
- All staging, drapes, audio visual equipment, etc., are to be removed from the structures.

### **PARKING INSTRUCTIONS:**

- Staff parking lot will be reserved for staff during week day rentals
- Staff parking lot will be reserved for handicap and elderly. Others must either park in front lot or in event field. Do NOT block side field entrance, any already parked vehicles and any roads or trails.

### **Decorating Do's and Don'ts**

- Anything causing permanent damage in facility is prohibited. This includes paint removal from taped items, scuff marks and holes of any kind.
- Decorations cannot be attached to plants or trees within the Nature Park.
- All decorations must be removed before departing.
- All decorating must be done during the specified rental time outlined in Facility Agreement and Contract.
- Use of Candelabras & Unity Candles outdoors – These items must be dripless & smokeless, and can be alight with supervision during ceremonies only.
- Pyrotechnics are strictly prohibited in the Nature Park and its facilities.
- Please consider using only recyclable materials when serving food and decorating.

Renter has inspected the premises and accepts the use of the premises as-is. Renter agrees to indemnify and hold harmless Phinizy Center for Water Sciences (Phinizy Center) and its employees, agents, volunteers, and Board of Directors from any claims of any kind, including but not limited to: (1) personal injuries and/or property damages suffered by any individual or entity arising from, associated with, or in any way connected to the use or occupation of the premises by Renter or Renter's guests, invitees, agents, employees, vendors, or any independent contractors associated with or working for the benefit of the Renter (collectively, Renter Entities) and (2) any attorney's fees incurred by Phinizy Center or taxed against Phinizy Center in connection with any claims of any type arising from, associated with, or in any way connected to the conduct of any Renter Entities. Renter further agrees to comply with all applicable ordinances, regulations, and laws (Laws) and to indemnify and hold harmless Phinizy Center against any claims or damages of any type arising from, associated with, or in any way connected to the conduct of any Renter Entities in violation of any Laws.

The Renter shall find the premises to be clean and in working condition and hereby agrees to leave said premises and surrounding areas in a like condition. Failure by the Renter to adhere to this provision will subject Renter to forfeiture of Damage Deposit. The Renter also agrees to abide by all rules and regulations that are attached and made part of this Agreement. The Renter is responsible for damage or breakage to any portion of Phinizy Swamp Nature Park and its property caused by any Renter Entities.

**The rental procedures, rental facts, caterer's rules, florist rules, house rules and cancellation policy, which are attached hereto, are incorporated into this Agreement. By signing this Agreement, this document becomes a valid and binding Rental Contract. Renter is agreeing to all stipulations and that all terms of this agreement shall be incorporated into the Rental Contract. If Phinizy Center learns that Renter intends to violate said rules, Phinizy Center reserves the right to cancel the Rental Contract and return all rent to the Renter without further liability.**

\_\_\_\_\_ Payment will be made in full to Phinizy Center no less than 14 days prior to event date.  
INITIAL (We accept all major credit cards. Checks made payable to: Phinizy Center.)

\_\_\_\_\_ Function guests under 21 years will be fully supervised at all times.  
INITIAL

***I HAVE READ AND UNDERSTAND THIS RENTAL AGREEMENT SET FORTH BY PHINIZY CENTER FOR WATER SCIENCES.***

\_\_\_\_\_  
RENTER SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHINIZY CENTER REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

Please forward signed Facility Rental Application to:  
Mail: Phinizy Center for Water Sciences, 1858 Lock and Dam Road, Augusta, GA  
30906 Fax: (706) 828-2129 Email: [kim.dillard@phinizycenter.org](mailto:kim.dillard@phinizycenter.org)