



# RATE AND RULES OF USE

## RENTAL CONTRACT ATTACHMENT B

**Fulton County Government Center** (Atrium") is a public facility operated by the Fulton County Department of REAL ESTATE AND ASSET MANAGEMENT (DREAM), which receives its support from public sources. The building and contents are the responsibility of the County. The use of the Atrium is made available to groups and/or individuals under specific conditions outlined below and in the Arts Center Rental Agreement of which this Attachment B is a part.

1. **A non-refundable rental deposit** must be paid at contract signing. It is understood that this deposit is forfeited if Lessee cancels less than three (3) weeks prior to the start date of the Lessee's rental period. Acceptable forms of payment are cashier's checks and money orders made payable to Fulton County.
2. **A refundable damage deposit** must be paid at contract signing. This payment is returned to Lessee within one (1) week after event if there is no damage to the Center's premises or property, and if Lessee restores premises and property to the conditions in which they were rented. Acceptable forms of payment are cashier's checks and money orders made payable to Fulton County.
3. At least one (1) Fulton County police officer must be on site for each day of an event. The officer is required to arrive 1 hour prior to the advertised start of the event and to remain on the premises until the last patron has exited the campus. Security must be arranged through the Fulton County Police Department at 404.613.5714. **Proof that security has been contracted must be provided to the Center Manager or designee at least one (1) week before the event.**
4. When reserving the Atrium the rental is not confirmed until Lessee has signed a rental agreement and paid all required fees.
5. Lessee is allowed access to the building solely for the purpose of set-up no earlier than the written time specified and booked. Access for additional set-up time for special lighting, sound systems, catering, etc., will be charged accordingly.
6. Lessee is to schedule a pre-event logistics meeting and venue walk-through at contract signing. All arrangements for Lessee's event, including set-up of equipment and scheduling of installation and deliveries, must be cleared with the Atrium Manager or designee at least one (1) week in advance.
7. The original artwork in the lobby and hallways are not to be touched, moved, or replaced. No objects or any kind may be placed against them
8. Lessee is responsible for setting up dressing rooms for rehearsals, sound checks, and performances.
9. Lessee is responsible for acquiring, purchasing, maintaining, and security props, costumes, and other materials used for the event. DREAM is not responsible for the property of the Lessee, its volunteers, staff, cast members, contractors, or anyone attending the event.
10. Lessee is responsible for cleaning up all areas used for their event and for returning rooms to their original state after each use. No furniture, equipment, appliances, or artwork are to be removed from any rooms without prior approval the Atrium Manager or designee.

11. DREAM will not provide food or beverages for Atrium, Peachtree Upper Level Area, Pryor Lower Outside Patio or Peachtree Upper Level Patio. If hospitality is desired, those arrangements and costs are the sole responsibilities of the Lessee.

## Catering

- Licensee may utilize any outside catering company or individual for their event.
- Licensees wishing to utilize a non-licensed caterer or individual(s) must sign a Client Waiver of Liability form prior to the event.
  - Licensees utilizing a licensed caterer must place the following documents on file with Fulton County Department of Real Estate and Asset Management prior to the event:
    - a) Most current business license - State of Georgia
    - b) Department of Revenue - Sales and Use Tax Division
    - c) Appropriate business license from local city government
    - d) Proof of Insurance
    - e) Workers Compensation
    - f) General Liability
    - g) Product Liability
    - h) Food Service Establishment Inspection Report
    - i) Health Department Permit
12. Caterers are responsible for all preparation materials brought into the building. There is no kitchen facility, storage, or ice machine available for catering or event usage. In no case may catering equipment or supplies be left in the building after the conclusion of the event or for a later pick-up. Licensor will not be responsible for any lost or stolen catering supplies or equipment or any other property which is the responsibility of the caterers and/or the Licensee.
  13. Lessee may sell and/or distribute merchandise and/or material in designated areas of the Atrium, Peachtree Upper Level Area, Pryor Lower Outside Patio or Peachtree Upper Level Patio on the day of the event, and DREAM will provide \_\_\_\_\_ table(s) and \_\_\_\_\_ chair(s) for this purpose. Please note that tablecloths/covers will not be provided; they must be provided by the Lessee. Tablecloths/covers must fit an eight-foot (8') table, cover all four sides of the table, and hang to the floor. No items may be sold or distributed from non-covered tables.
  14. All vendors, including Lessee, must be set up 1.5 hours prior to the scheduled start of the event. Any vendor that is not set up by the allotted time will forfeit the use of their table. Only licensed caterers/food vendors may sell baked good or non-packaged food items on grounds
  15. If Center does not sell concessions but allows Lessee to do so, all concessions must be sold from the concessions counter and must be individually factory-packaged items.
  16. Tables, chairs, etc., that Lessee has rented from an outside company and that are not picked up at the end of Lessee's event must be stacked neatly in the designated space.
  17. DREAM will provide normal cleaning of the premises. The removal of leftover ice, glassware, china, and foodstuff is not considered normal cleaning and is the responsibility of the caterer and/or Lessee. Whether or not a caterer is used, Lessee is responsible for ensuring that all trash is properly disposed of and that all food preparation/bar area items, surfaces, and floors are cleaned.
  18. Lessee shall not remove or alter any of the basic design or construction of the premises. Lessee shall not attach, adhere, fasten, or rig any equipment or material to the premises without the prior written approval of the Atrium Manager or designee.
  19. Parking is available in the Underground Atlanta Parking Decks adjacent to the Fulton County Government Center at the cost of the Licensee. Any special arrangements must be made

with the Underground Atlanta Parking at (404) 577-2202. Additional, yet limited, parking may be permitted in the Government Center parking garage and/or loading dock, free of charge, as deemed available by the Atrium Manager and Fulton County Security Department. Government Center Parking must be coordinated prior to the event.

20. For productions in the theater, Lessee will provide Center with \_\_\_\_\_ complimentary tickets for the event on its opening night and, if applicable, \_\_\_\_\_ complimentary tickets for all subsequent performances.

By signing my name below, I certify that I have read the rules, regulations, and rates set forth in Attachments A and B. Any questions concerning these policies have been discussed. My signature also certifies my understanding of an agreement with the above policies. I understand that I am responsible for all charges.

**Lessee:** \_\_\_\_\_ (signature)      Date: \_\_\_\_\_