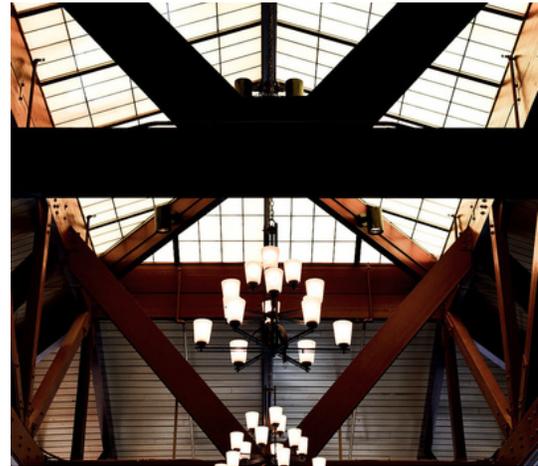




Savannah Rapids Pavilion

INDOOR, OUTDOOR, AND PAVILION RENTALS



"COLUMBIA COUNTY'S BEST PLACE ONLY LOCALS KNOW ABOUT" -COLUMBIA COUNTY MAGAZINE

(706) 868-3349

savannahrapids@columbiacountyga.gov

3300 Evans-to-Locks Road, Martinez, GA 30907



PRICING

PRIVATE EVENT PRICING

VENUE SPACE	SQUARE FOOTAGE	CAPACITY <small>*varies upon setup</small>	SUN-FRI (12 HRS)	MON-FRI (10 HRS) 7AM-5PM ONLY	SAT (15 HRS)	CLEANING FEE
ENTIRE FACILITY	25,000	750	\$3000	\$2,550	\$3,200	\$800
UPPER LEVEL	7,430	450	\$2,100	\$1,140	\$2,600	\$575
CHEERY BOARD ROOM*	366	15	\$100	\$100		
MULBERRY *	472	15	\$100	\$100		
SYCAMORE*	925	25	\$175	\$150		
WHITE OAK**	1,330	65	\$500	\$400		
COMBINATION** <small>(Mulberry, Sycamore, White Oak)</small>	2,766	150	\$750	\$600		\$300
RAPIDS ROOM**	4,654	250	\$1,600	\$750		\$400
LOWER LEVEL			\$1,325	\$1,000	\$1,825	\$350
ELM*	350	12	\$100	\$100		
RED CEDAR*	1,365	50	\$375	\$300		
LOBLOLLY PINE	4,240	180	\$850	\$700		\$300
KITCHEN			\$350	\$350		\$300

*No kitchen facilities offered with this room.

**The kitchen on the same level of the room is included in this fee.

*Additional hours can be purchased at \$100 per hour

OUTDOOR PRICING

HISTORIC CANAL HEADGATES BUILDING

VENUE	MAX CAPACITY (MEAL/CEREMONY)	RENTAL FEE (4HRS)	ADDITIONAL HOURS (AFTER 4 HOURS)
DANCE PAVILION (DP)	80/120	\$280	\$20/HR
DINING HALL (DH)	100/ N/A	\$210	\$20/HR
DP +DH	-	\$305	\$20/HR
DP + BBQ PIT	-	\$315	\$20/HR
DH + BBQ PIT	-	\$215	\$20/HR
DP + DH + BBQ PIT	-	\$390	\$20/HR

MILL HOUSE

VENUE	MAX CAPACITY	RENTAL FEE/HOUR (4HRS MIN)	DAILY RATE (12 HRS)
MILL HOUSE	16	\$20	\$150

Picnic Pavilion rentals must be made online.

OVERVIEW

ABOUT SAVANNAH RAPIDS PAVILION (SRP)

The 25,000 square foot two-story facility is located on an 80-foot bluff overlooking the Augusta Canal within the scenic and tranquil Savannah Rapids Park. The multi-purpose facility can be used for small meetings of 12, and up to large banquet-style events for 750 guests. Accommodations include: two commercial grade kitchens (one upper level, one lower level), cozy fireplace seating in the main lobby, upper and lower level balconies overlooking the canal and river, large parking capacities, and pavilions for outdoor events.

Tours are available Monday-Friday 8am-4:00pm. For more information, scheduling a tour, or to inquire about booking the SRP, visit columbiacountyga.gov, or call (706) 868-3349 or email savannahrapids@columbiacountyga.gov.

ABOUT SAVANNAH RAPIDS PAVILION PARK (OUTDOOR SPACES)

Savannah Rapids Park is a 33-acre passive recreation park which has been a destination for nature lovers for more than 150 years. Situated along the Augusta Canal and Reed Creek waterfall, this beautiful site offers three private picnic pavilions (Magnolia, Overlook, and Creekview) that are available for rent. The Mill House provides restrooms and a small party room available for rent. Bicycles are available on the lower level of the Mill House.

The Historic Canal Headgates Buildings are situated along the banks of the Augusta Canal and date back as early as the 1800's. Recently renovated, all three buildings can be rented individually or as a package. The Dance Pavilion overlooks the Dining Hall and BBQ pit as well as the beautiful canal. The Dance Pavilion is a perfect setting for an outdoor wedding or birthday party for 50-100 people. The Dining Hall is a screened facility with eight 9' picnic tables and a small prep area with running water. The Barbecue Pit is adjacent to the Dining Hall and offers a window into history and the old "Pig Pickins." Perfect for family reunions or employee appreciation days, the historical feel of the Augusta Headgates relaxes and soothes the weary.

EVENT EXPERIENCE

We know your event experience is very important to you and your patrons. Throughout the rental process, we will accept changes or cancellations within guidelines (see pg. 5 section III) by the person who signed the contract. You can specifically indicate another person/company to make changes on your behalf.

YOUR EVENT PLANNING TIMELINE

To reserve the venue, a signed contract and 50% of the room rental fee are due (unless within the full payment due period).

60 days prior: Full payment is due

55 days prior: A 10% late fee will be added to unpaid balances

2 Weeks prior: Event details (floor plans, setup requirements, schedule, vendors information, etc.) are due.

2-3 Weeks after: Final fees assessed (any time overages, damage, etc.)

RULES AND REGULATIONS

I: GENERAL RULES, REGULATIONS, AND INFORMATION

1. Savannah Rapids Pavilion (SRP) is owned and operated by Columbia County, Ga and is a non-smoking facility.
2. SRP is designed as a multi-purpose event facility capable of hosting one or multiple group(s) simultaneously with dividable space.
3. All contracts are non-transferrable.
4. Items left behind will not be the responsibility of Columbia County or SRP staff. All items owned by the renter or their agents must be delivered at the predetermined time and removed during the scheduled time.
5. Any misrepresentation of the purpose of the rental could be considered a breach of contract. This will void the contract and the event will be canceled or immediately halted.

II. RENTAL POLICIES AND PROCEDURES

1. 50% of the space rental fees and cleaning fee are due at the time of contract. A date can only be guaranteed with a signed contract, a deposit, and confirmation from the SRP Office. Bookings made less than 2 months prior to event date, 100% of total costs are due when signing the contract.
2. Remaining balances are due 60 days prior to the event date. A 10% late fee will be charged after this date.
3. Any damage incurred will be sent for charges.
4. Late departure fees may be incurred.

III. FACILITY CANCELLATION POLICY

1. Any cancellation must be made in writing to be considered valid and be processed.
2. Cancellations made within 14 days of initial contract signing will be canceled and receive a 100% refund. No refund will be offered for cancellations made after the 14 day grace period.
3. A transfer date is allowed one time, if the event date was originally more than 120 days away and paid in full.
4. If Columbia County has to cancel your event for any reason, the renter will be issued a full refund.

IV: INSURANCE

1. Renters hosting ticketed or open-to-the-public events must provide a \$2 million Liability Insurance Policy effective for the entire event. Columbia County Board of Commissioners must be shown as the secondary insured. Proof of policy must be provided two weeks prior to the event.

V: STAFFING, SECURITY AND DEPUTIES

1. Event staff included in the contracted pricing is limited to a Manager on Duty.
2. A Columbia County Deputy(ies) must be assigned for any event serving alcohol, events for people ages 13-21, and/or events hosting 100 guests or more. Large events will require one deputy per 100 guests. Departmental Staff will arrange for the Deputy.
3. The deputy must be on-site during the times all guests are present, alcohol is consumed, as well as all clean up hours. The renter pays the fees directly in cash to the deputy on the day of event. Cost is \$40/hour, minimum of 4 hours.
4. Children must be accompanied and supervised by adults at all times.

VI: ADVERTISING AND INVITATIONS

1. Savannah Rapids Pavilion assumes no liability for any advertising made without first fully securing a rental through departmental staff.

RULES AND REGULATIONS

VII: ALL VENDORS – i.e. CATERING, FOOD AND BEVERAGE

1. No on-site catering is available. Renter must arrange for an outside caterer, if desired, and provide staff with chosen caterer's proof of business license and health inspection.
2. If renter chooses to self-cater, renter becomes fully liable for any claims, medical fees, or legal fees that could arise from doing so and holds Columbia County and the Savannah Rapids Pavilion harmless on all accounts.
3. A Columbia County Deputy must be present at all events serving alcohol. Additional fees apply (See Section V: Staffing, Security and Deputies).
4. Licensed bartender required if having alcohol with over 100 people. Any sales of alcohol or "cash bars" require a one-day alcohol license permit. All permits are arranged by the Columbia County Development Services Division and can take between 30-45 days to receive on average. Renter must submit the required permit to the Savannah Rapids Pavilion Staff at least 10 days prior to event date.
5. Proof of business license for any vendor selling items is required.
6. No "outside" cooking equipment can be used in any kitchen. Barbecue grills can be used outside, but must be placed a minimum of 35' from the exterior. Location must be approved prior to event.

VIII: CLEAN UP AND TIDINESS

1. No doorways may be blocked.
2. Renters are responsible for removal of all items brought in by the renter, sweeping and mopping of the kitchen, wiping down of the kitchen (counters, sinks, and appliances), and removing all items from the refrigerator.

IX: DECORATIONS AND EFFECTS

1. Sparklers, confetti, glitter, non-weighted balloons, bubbles, hay, straw, nails and any other adhesives are not allowed. Decals are not allowed on the dance floor. Poster putty can be used on walls. Only painter's (sensitive wall) masking tape allowed.
2. All candles must be enclosed in glass and have secure base. Flame must burn below the rim of the enclosure. These must be approved prior to use.
3. Use of pyrotechnics inside or outside of the building are strictly prohibited.
4. Fog machines are prohibited to be used indoors.

X: LOUD OR DISRUPTIVE BEHAVIOR

1. All guests are the renter's responsibility. Wandering into other parties is strictly prohibited.
2. DJ's that play too loud will be asked to reduce the volume, one time. If the problem persists, they may be shut down. **Bands are only allowed during entire facility rental.**
3. If your event is disruptive to other events, you will be asked to halt disruptive behavior. If it persists, your event can be shut down.
4. Anyone displaying offensive or disruptive behavior will be asked to leave the facility. Fighting or violence will not be tolerated. The onsite Sheriff's Deputy will handle any disturbances.

XI: ADDITIONAL INFORMATION

1. Events may not be scheduled later than midnight and premises must be vacated by 1AM.
2. A licensed and bonded electrician will be needed for events requesting additional access to power.
3. All business licenses for companies providing services must be sent to the SRP office at least 3 weeks prior to event.



FACILITY RENTAL APPLICATION

Completed and signed applications can be sent to savannahrapids@columbiacountyga.gov

RENTAL INFORMATION

Date of Event: _____ Location / Room: _____ Rental Time: _____ to _____
 Max # of Guests: _____ Open to the Public? Yes No Event Start Time: _____
 Name of Event: _____ Audio/Visual Request (indoor only): _____
 Alcohol at Event? Deputy Required? Business License Needed from Vendors?
 Yes No _____ Yes No Yes No
 pg. 5 section V

PERSONAL INFORMATION

Organization: _____
 Renter's Names: _____ Cell Phone #: _____
 Email: _____ Work Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Secondary Person & Contact: _____

RENTAL FEES

Room Rate: \$ _____ Cleaning Fee: \$ _____ Additional Fees: \$ _____
 Total Cost: \$ _____ Total Paid Today: \$ _____ Balance Due On: ____ / ____ / ____
 Payment Type: Check Cash Visa Master Card AMEX

BASIC STIPULATIONS

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the SRP Department from any claims of any kind, including but not limited to; attorney's fees arising from the use or occupation of the premises by renter, renter's guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the RF&V Department in a clean and safe condition. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the RF&V department and its property.

The rental procedures, rental facts, caterer's rules, florist rules, deputy requirements, house rules and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lessor shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

- **Final payment must be made 60 days prior to the event date.
- **Client must be at least 21 years of age to sign rental contract.
- **No function will take place without adult supervision.
- **Person(s) who signs this contract must be present for function unless approved by SRP Staff.

I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE STIPULATIONS;

- I understand the Cancellation Policy (pg 5).
- I understand the alcohol/deputy requirements (pg. 5).
- I understand the decorating restrictions (pg 6).
- I have read and understand this packet and will abide by all rules.

Renter's Signature: _____ Date: _____
 SRP Representative: _____ Date: _____