

City of Brunswick Old City Hall

Event Facility Rentals Policies, Procedures and Rental Fees

History: Construction on Old City Hall began in 1889 from an architectural design by Alfred Eichberg, and was completed in 1890 with the installation of the clock/bell tower in 1893. Eichberg designed an impressive structure in “Richardsonian Romanesque” style with Queen Anne parallels. Massive in stature, “Old City Hall” exemplifies this particular style with the unusual additions of Italianate brackets. Elaborate terra cotta friezes decorate the clock tower and side entries, while the corner columns adorned with gargoyles gaze at pedestrians. Built at a cost of \$33,000, “Old City Hall” houses Brunswick Police Department Support offices and Municipal Court with their supporting offices, as well as the Downtown Development Authority. Restoration of this building was made possible through SPLOST IV funds.

Management: Management of Old City Hall (OCH) is the responsibility of the Downtown Development Authority (DDA). The DDA Executive Director, as building manager, will insure proper and beneficial use of the facility and make reports and recommendations to the City Commissioners concerning the building, its use, and management. The DDA Program Manager will serve as Event Manager, and be responsible for scheduling and coordinating all events.

Function Types & Capacity: OCH can accommodate groups in various capacities, i.e.: 150 seated dinner style, 200 for theatre seating **and a maximum of 300** at standing receptions. Such groups may include civic organizations, school functions, wedding receptions, family functions, recognized community organizations, not-for-profit groups, businesses, industries, for-profit groups, churches, Brunswick-Golden Isles Chamber of Commerce, Downtown Development Authority, City and County government events.

Policies, Procedures, & Fees: Although Old City Hall is a public building, the City of Brunswick reserves the right to establish reasonable procedures for its safe and prudent use. All decisions concerning management, rental, and use of Old City Hall shall be made on a non-discriminatory basis. The Management of Old City Hall reserves the right to deny or limit the use of OCH at its discretion for purposes it deems unsuitable or non-beneficial for the community.

The following policies and procedures are established to govern the use of OCH and the equipment contained therein.

POLICIES AND PROCEDURES

A. Scheduling

For purpose of scheduling, the users of OCH will be divided into six (6) groups. Scheduling precedence will be granted to these groups in the following order:

1. City of Brunswick and City-affiliated groups
2. Chamber of Commerce
3. Brunswick Main Street organizations and Historic Brunswick Business Association
4. Governmental agencies (County, Schools, Authorities)
5. Civic Organizations
6. Local Businesses, Industries and Individuals on an “as available” basis

B. Rental Fees

a. North Meeting Room and Courtroom

1. Rental fee for both the North Meeting Room and Courtroom together is **\$800** per event, for a maximum of four (4) hours.
2. Rental fee for either the North Meeting Room or Courtroom is **\$350** per event, for a maximum of four (4) hours.
3. **Rental fees apply to use of the second floor only and do not include the Paul Warwick Memorial Board Room.** First floor restrooms/ foyer may be used.
4. A deposit is required to reserve the room(s) for a specific date. This deposit is in addition to the rental fee. *The balance of the rental fee is required 30 calendar days prior to the date of use.* The event may be canceled with thirty days notice. If the event is canceled within 30 days, this deposit is forfeited.
 - a. The deposit fee for use of both the North Meeting Room and Courtroom is \$250.
 - b. The deposit fee for use of either the North Meeting Room or the Courtroom is \$150.
 - c. Once the rented facilities are checked and, at the sole discretion of the DDA Program Manager, found in good condition, a check for the deposit will be issued and mailed to Lessee within seven (7) business days. Any damage or excessive clean-up will result in (a) forfeiture of the deposit and (b) possible claims against the Lessee for additional amounts due.
5. A custodial fee is *due with the balance of the rental fee* at least 30 calendar days prior to the date of use.
 - a. The cleaning fee for use of both the North Meeting Room and Courtroom is \$200.
 - b. The cleaning fee for use of either the North Meeting Room or the Courtroom is \$100.

6. Fees are subject to change without notice.

b. Paul Warwick Memorial Board Room

1. Rental fee for the boardroom is \$200 for four (4) hours and \$25 per hour or portion of an hour thereafter.
2. **Fees are subject to change without notice.**
3. Minimum rental is four hours.
4. Rental fee is required 30 calendar days prior to the date of use.
 - a. A \$150 deposit/cleaning fee is due with the rental fee (*\$75 as deposit plus \$75 custodial fee*) at least 30 calendar days prior to the date of use. Once the leased facilities are checked and, at the sole discretion of the DDA Program Manager, found in good condition, a check for the security deposit will be issued and mailed to Lessee within five business days.
 - b. Any damage or excessive clean-up will result in (a) forfeiture of the deposit and (b) possible claims against the Lessee for additional amounts due.

c. Security

1. A certified Law Enforcement Officer(s) of the City of Brunswick Police Department is required for all events conducted outside the normal operating hours of Old City Hall and any event where alcohol is served. The Program Manager is in charge of arranging security and must be contacted at least 30 days prior to the scheduled event. ***This security is mandatory and 4 hours (\$140) will be added to the rental fee.*** Fees for security include a payment of \$35 per hour or part thereof beginning one half hour before the event is scheduled to begin. Additional security fees (if any) are due and payable from the Lessee directly to the security guard at the conclusion of the event. *The event is considered concluded when the last person leaves the facility and doors are locked.*

d. Pre-Event/ Cancellations/ General Usage

- a. Caterer or set-up coordinator must schedule a building opening time with the DDA for events on Saturday. DDA staff will be in the building 1 hour before the event begins. Excess time for staff may incur additional charges. Please be sure to make arrangements prior to your event.
- b. A maximum of one (1) hour after the scheduled event is allowed for cleanup. Additional time may be scheduled at \$100 per hour (\$100 minimum).
- c. A \$25 per hour fee (\$100 minimum) for unscheduled early or late use of the facility will be deducted from the deposit.
- d. Any additional amount due over and above the amount of the deposit will be billed to the Lessee.
- e. Cancellations which occur less than 30 calendar days from the event will result in forfeiture of the deposit. Cancellations occurring 30 days or more will receive a refund of the deposit.
- f. Free government use of the building shall be limited to business meetings and training. Rental fees shall apply to everyone when used for social functions.

Old City Hall Facility Rules and Regulations

Old City Hall and/or the City of Brunswick shall be known as Lessor. The renting party shall be known as Lessee.

1. The City of Brunswick reserves the right to terminate use of Old City Hall (OCH) by any organization or individual that violates these policies and procedures.
2. OCH shall not be used for any unlawful activity or any activity which may be disruptive, divisive, unlawful or demeaning to the community.
3. The use of OCH shall be restricted to purposes that offer community benefits, and family events. Community events shall include business meetings, training classes, seminars, concerts, banquets, arts & crafts shows, antiques shows, product demonstrations and others deemed appropriate.
4. Organizations or individuals seeking to rent OCH shall be required to demonstrate a sound financial status. (Any person, group, or organization in arrears with rentals at Mary Ross Waterfront Park, the Ritz Theatre, or any other park facility will be required to bring accounts to current paid status.)
5. Renters of OCH may not use the name of the City of Brunswick, Historic Brunswick Business Association, Brunswick Main Street or Downtown Development Authority in advertising or in any other manner that may imply sponsorship or sanction of any event or activity.
6. No signs or notices of any kind may be used outside Old City Hall advertising any event or activity except as may be approved by the City of Brunswick or Downtown Development Authority.
7. Fire Codes shall be adhered to at all times including, but not limited to, seating capacity, lobby capacity and other areas of the building.
8. Smoking is prohibited inside Old City Hall in conjunction with the City of Brunswick Smoke-free Workplace Policy.
9. No dried rice, birdseed or other material may be used or thrown inside OCH.
10. Alcoholic beverages to include *bottled wine and canned or bottled beer only* are permitted in OCH during special events and activities, subject to the caterer of the event holding all applicable local and state licenses. Verification will be conducted by Old City Hall Management. *No beer kegs may be used on the premises.*
 - a. Alcoholic beverages may be served Monday through Thursday between the hours of 11:00 am and 11:00 pm and on Friday and Saturday 11:00 am until 12:00 midnight.
 - b. No alcohol may be consumed outside Old City Hall, in the parking area or on the public sidewalks at any time.
 - c. No open containers shall be carried from Old City Hall.
 - d. Local permits to be secured at least 72 hours prior to the event.
11. The Newcastle Street entrance must be utilized for all events.
12. The Lessee is responsible for all actions of its caterer, florist and all event help and should inform these individuals of the rules and regulations concerning the use of OCH.
13. If food is to be served, the name of the caterer shall be provided to the management at the time of submission of the rental application. **No cooking is permitted in Old**

- City Hall.** All food preparation must take place off premises. The caterer shall provide proof of all applicable (paid up to date) occupational taxes, local and state alcohol beverage licenses, local and state health permits and any other required certification.
14. The specific use of OCH, beverages and items served, audio use and entertainment must be approved by the DDA Program Manager, Executive Director, or agent thereof. Due to the historic nature of OCH, volume must be kept at a level that does not rattle the windows.
 15. Lessee is responsible for the clean up of the catering station/ kitchen area. All trash to include food must be placed in heavy-duty plastic garbage bags, secured tightly and disposed of in the Grant Street dumpster. Boxes must be broken down. If this is not done, a penalty fee will be imposed.
 16. The City of Brunswick, Downtown Development Authority, its members and principals will not be responsible for any food preparations or supplies not contractually noted nor responsible for food consumed.
 17. The City reserves the right to deny and/or limit the range of use of OCH due to life safety and/or maintenance concerns.
 18. The City of Brunswick, DDA and Old City Hall are not responsible for any rental items such as dance floors, stages, tables, chairs, tablecloths, etc.
 19. **The DDA Program Manager must approve specific room set-up, including furniture placement and decorations.** *A set-up drawing must be submitted to the Program Manager for approval at least 30 days prior to the scheduled event. All equipment and artwork shall remain in OCH at all times with no exceptions. The DDA staff will be responsible for moving or relocating any equipment or artwork, if necessary.*
 20. Furniture (benches, tables, chairs) in the courtroom not used for the event will be placed in the Warwick Board Room. Furniture from the second floor may not be moved to the first floor.
 21. No permanent features of Old City Hall may be changed by any renting party. No decorations are allowed on the building, walls or corridors, nor shall any signs or decorations supported by nails, tacks, screws, pressure sensitive tape, double-sided tape be applied on walls or woodwork without approval of the Lessor. Any decorations that may be approved shall be non-flammable materials and shall conform to regulations and ordinances of the City of Brunswick. Request for decorations shall be made at scheduled meeting to discuss room set-up.
 22. To protect both parties involved, an equipment and facilities checklist will be completed by the Lessee before and after each event.
 23. A fee may be deducted from your deposit to cover the cost of excessive clean up and/or damage to the facility and/or equipment.
 24. The City, DDA and Old City Hall cannot assume responsibility for items left after the rental time. The Lessee, caterer, florist, and any other providers or individuals are responsible for removal of all equipment *by 10:00 a.m. on the next business day following the event.*
 25. No pyrotechnics may be used in Old City Hall.
 26. All rentals will be confirmed in writing to the renting person, group or party. **It is the responsibility of the renter to verify all dates and factual information for accuracy.**
 27. Applications for use of OCH may be made up to twelve months in advance of the event. Alternate dates may be submitted with the application in order of preference.

- No application will be deemed complete, nor a date reserved, until the deposit is received.
28. The DDA director or designee shall be present to open and close Old City Hall for all events and activities.
 29. The Lessee shall assume full responsibility for the character, acts and conduct of all persons admitted to said premises during the term of the rental contract and Lessee shall comply with all laws, ordinances, rules and regulations of the State of Georgia and the City of Brunswick, and will obtain and pay for all necessary permits and licenses. If a violation occurs and is not immediately corrected Lessor will terminate the event and no refund will be permitted.
 30. The Lessee shall be liable for all damages to the building, furniture, fixtures and equipment located at Old City Hall (the Property), including all rental items and items brought to the building by Lessee or its agents (Lessee's Property), and agrees to indemnify and hold the Lessor harmless from any claims and suits arising out of injury or death to any persons or damage to either the Property or Lessee's Property.
 31. Lessor reserves the right to refuse rental of the Old City Hall facilities to any person, group or organization that in the past has violated any City of Brunswick ordinances, policies and procedures, rules and regulations; or has shown a disregard for persons or property; or who in the opinion of the Lessor did not conduct themselves in a peaceable and appropriate manner.
 32. Should any rental rules be violated, the full deposit may not be returned.

Event begins: ____ a.m./p.m.
 Event ends: ____ a.m./ p.m.

**City of Brunswick
 Old City Hall
 Rental Contract**

Date(s) Reserved:

This agreement made and entered into on this day _____, by and between the City of Brunswick acting by and through its duly authorized representative, herein call Lessor, and _____ hereinafter called Lessee.

PLEASE PRINT:

Lessee Name/ Name of Group, if applicable: _____

Lessee Address: _____ Zip: _____

Lessee Phone: Home _____ Work: _____ Cell: _____

Room Reserved: Court Room North Meeting Room Memorial Board Room
Room Use: Banquet Seminar Training/classroom Family Event
 Other: _____

Leased facilities will be used for no other purposes without the written consent of the Lessor. Old City Hall shall close promptly at 11:00 pm on weeknights and Sunday and at 12:00 midnight on Friday and Saturday.

	Full Space	Half Space	Payments	
Rental Fee	\$800.00	\$350.00	Amount _____	Check # _____
Deposit (refundable)	\$250.00	\$150.00	Amount _____	Check # _____
Cleaning Fee	\$200.00	\$100.00	Amount _____	Check # _____
Security Guard	\$140.00	\$140.00	Amount _____	Check # _____
Total Due	\$1390.00	\$760.00		

Makes Checks payable to: Downtown Development Authority

The attached Policies, Procedures and Rental Fees, and Rules and Regulations of the City of Brunswick Old City Hall are incorporated herein as part of this Rental Contract (“Contract”). Lessee states that he/she has read and understood same, and agrees to abide all terms stated therein. Therefore, upon the terms and conditions expressed in this Contract, and in consideration of the covenants and agreements set forth herein, Lessor does hereby grant Lessee the right to use and occupy the above-described space and premises, including adjacent parking facilities located in the City of Brunswick.

Lessee: _____ Date: _____

Agent for the Lessor: _____ Date: _____

Caterer: _____ Contact: _____
 Phone: _____

Note: Caterer must provide this office with a copy of their current Business License, Food Service Permit and alcohol license (for cash bar only) at least 30 days prior to the event date.

City of Brunswick
Old City Hall Facility
Additional guidelines

1. Old City Hall is occupied by city offices. Please be respectful of those working in the building and keep noise to a minimum. Sound checks, rehearsals, etc. should not be conducted during business hours unless prior arrangements have been made.
2. Old City Hall is open for normal business Monday – Friday 8:00 A.M. to 5:00 P.M. Setup crews must vacate the building by 4:30 P.M on Friday. Extended time may incur additional cost. Any unscheduled time after 5:00 P.M. will be charged to your deposit at the rate of \$50.00 per ½ hour, ½ hour minimum.
3. All items brought in, tables, chairs, decorations, etc. must be collected by 10:00 A.M. the next business day following the event.

Lessee states that he/she has read and understood the above guidelines and agrees to abide all terms stated therein.

Lessee: _____ Date: _____