

Effective July 1, 2018- June 30, 2019

# Smyrna Community Center Rental Fees

	Smyrna Resident	Non-Resident
<b><u>Magnolia</u></b> (130 Banquet/200 Theatre)		
First 4 hours / Additional hr.	\$425 / \$50	\$475 / \$50
Refundable Damage Fee	\$200	\$200
Kitchen	\$100	\$100
<b><u>Dogwood</u></b> (64 Banquet/100 Theatre)		
First 4 hours / Additional hr.	\$300 / \$50	\$350 / \$50
Refundable Damage Fee	\$200	\$200
<b><u>Jonquil</u></b> (32 Banquet only)		
First 4 hours / Additional hr.	\$150 / \$20	\$200 / \$20
Refundable Damage Fee	\$100	\$100
<b><u>Tulip</u></b> (30 Banquet only)		
First 4 hours / Additional hr.	\$120 / \$20	\$170 / \$20
Refundable Damage Fee	\$100	\$100
<b><u>Orchid, Azalea, Sunflower, Lily</u></b> (16-24 banquet/20-30 Theatre)		
First 4 hours/ Additional hr.	\$90 / \$20	\$140 / \$20
Refundable Damage Fee	\$100	\$100
<b><u>Large Gym</u></b> (event use)		
First 4 hours / Additional hr.	\$600 / \$60	\$600 / \$60
Refundable Damage Fee	\$250	\$250
<b><u>Large/Small Gym</u></b> (athletic use)		
Per Hour (2 hr. minimum)	\$60	\$90

**Facility Rental Hours**  
Mon- Thurs: 6am-10pm  
Friday: 6am-12am  
Saturday: 8am-12am  
Sunday: 10am-7pm

**Location**  
200 Village Green Circle  
Smyrna, GA 30080  
770-431-2842: Front Desk  
678-631-5394: Event/Sales Asst.

[www.smyrnacity.com](http://www.smyrnacity.com)

## **All Rentals**

Includes set up and break down of tables & chairs by our staff. You're responsible for linens, decorations, music and food. Outside vendors are allowed at no additional cost, but DJs are prohibited. Rental spaces are to be left in the condition they were found. Trash and food should be placed in trash receptacles and all personal items removed by the end of the contracted time.

## **Reservations**

**All rooms are on a first come first serve basis.** Full payment, (room cost plus a damage fee) is required to reserve the facility. We accept all major credit cards, debit cards, checks, and cash. However, checks cannot be accepted within 30 days of the event date. Reservations can be completed in person at the Community Center or over the phone. **To receive Smyrna Resident discount you must live inside the city limits and present a utility bill as proof of residency.**

## **Timeframes**

The timeframe that you reserve, which is listed on the rental permit, are the times for which access is allowed to the facility. Any set up, decorating, break down, or caterer/rental company delivery and pickup must be included in the contracted time. Requests for additional hours cannot be accommodated on the day of the event. Any additions to your rental must be added to your permit no later than one week prior to your event date.

## **Decorations**

All décor must be free-standing or tie-on. Decorations and the use of confetti, Silly String, tape, glue, tacks, staples, Command Strips or any similar product is strictly prohibited on the walls, ceilings, and any other part of the building and furniture. Candles are permitted in a votive or other glass enclosure.

## **Alcohol / After Hours**

Alcohol permits should be purchased at the Smyrna Community Center least 2 weeks prior to your event. Alcohol Permit Fee is \$200 for 3 hours and \$50 each additional hour.

## **Cancellations**

Cancellations must be made using the Request for Refund Form at least 30 days prior to the event date, in which payment will be refunded minus an administrative fee of 20% of total rental cost. Any cancellation made within 30 days of the event date will result in 100% forfeiture of total cost.

## **Date Changes**

A penalty fee of 20% of total rental cost will be applied when the rental date is changed 30 days prior to the date of rental. A rental date change within a 30 day period of the event date will result in 100% forfeiture of total cost. A new reservation must be scheduled to secure use of the facility.

## **Damage Deposits**

Damage deposits are processed upon receipt and refunded as long as the rental facility is left in good repair and all timeframes are honored. If the damage deposit is paid with a credit or debit card, please allow one week for a refund. If paid with a check or cash, please allow 4–6 weeks for the refund to be processed and mailed to the address on the rental permit. If for any reason the refund can't be refunded back to your card a check will be mailed to the address on the rental permit.