

Lincoln Center Rental Application

Whole Building _____ Half Building _____

Today's Date _____ Rental Date _____

Name _____

Address _____ City, State, Zip _____

Telephone : Day _____ Night _____ Cell _____

Driver's License No. _____ Issuing State _____

(COPY OF DRIVER'S LICENSE OR ID IS REQUIRED TO RENT BUILDING)

Organization/Group _____ Type of Activity _____

Will admission be charged or items sold? If yes, explain _____

Would you like to serve alcoholic beverages? If yes, explain _____

Number of persons expected _____

Will the parking area be utilized for anything other than parking? If yes, explain _____

What time will building need to be opened? _____ AM/PM **(MUST BE COMPLETED)**

What time will activity begin? _____ AM/PM **(MUST BE COMPLETED)**

What time will activity end? _____ AM/PM **(MUST BE COMPLETED)**

I certify that I have received a copy of the rules and regulations for use of this facility and agree to be governed by the same. I understand that I am the renting agent and am responsible for its use under the said rules and regulations.

Signature _____

Date _____

Application taken by _____ Approved _____ Disapproved _____

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FOR OFFICE USE ONLY:

Deposit Paid \$ _____

Date _____

Rental Fee Paid \$ _____

Date _____

Refund Requested \$ _____

Date _____

DATE: _____

TOTAL HOURS USED BY RENTER: _____

RENTER'S SIGNATURE: _____

FOR VERIFICATION OF HOURS USED

TOTAL HOURS WORKED BY COUNTY AGENT: _____

CONFIRMED BY COUNTY AGENT: _____

Lincoln Center Rules and Regulations

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

- RENTER MUST BE AT LEAST 21 YEARS OF AGE.
- **The facility is not officially reserved until the security deposit has been paid and application is completed. Rental fee must be paid in full the week BEFORE the rental date or facility will not be opened.**
- **NO ALCOHOLIC BEVERAGES** allowed on the premises without prior approval. Limited to wine and/or champagne for weddings/receptions.
- **Positively NO SMOKING inside the building.**
- **NO EATING OR DRINKING EXCEPT IN BANQUET HALL OR KITCHEN.**
- Persons wishing to check the facility size and layout must make arrangements to do so during normal center hours, which are Monday – Friday, 9:00 a.m. until 4:30 p.m.
- No functions permitted without the presence of an authorized representative of the county.
- Activities for profit or where admission is collected must have prior approval.
- Decorations may not be attached to the walls or ceilings with tape, tacks, staples, or other similar devices.
- No outside activities unless renter has prior approval.
- **Rental Fees are as follows, which includes use of kitchen:**

Security Deposit	\$100 (this is plus the rental fee)
Whole Building Holds 299 people (Maximum Capacity)	\$225 for 4 hours (which includes time for set-up and decorating) \$25 each hour over 4 hours (DUE AT TIME OF RENTAL)
Half Building Holds 150 people	\$115 for 4 hours (which includes time for set-up and decorating) \$25 each hour over 4 hours (DUE AT TIME OF RENTAL)

The \$100 security deposit is for any damages that occur while rented. If the building is left in its original condition, the deposit will be refunded. However, if the renter goes over the time specified on the application, the deposit will be applied towards the total of hours rented. THIS WILL BE STRICTLY ENFORCED. A \$30 FEE WILL BE CHARGED FOR RETURNED CHECK.

- **RENTER'S CLEANING RESPONSIBILITIES:** All chairs and tables that were gotten out of the storage building and used during the activity must be returned to the storage building. Floors in the banquet hall, kitchen, hallway and foyer must be swept and mopped. Bathrooms must be left clean. The tables on the left side of the banquet hall are left set up for the Senior Citizens Program.
- **Rental fee is for use of reserved day only. Any prior preparation, decorating, etc. must be done that day unless the building is also rented and paid in full for the additional day.**

Cancellation of the center must be made within 72 hours of rental date or deposit will be forfeited.

ANY CHANGES TO RENTAL TIMES MUST BE MADE THROUGH BOARD OF COMMISSIONERS OFFICE.

If you have any questions regarding the rental of the Lincoln Center, please call 706-359-4444.

Applications and fees/deposits may be mailed/faxed/emailed to:

Lincoln County
P.O. Box 340
Lincolnton, GA 30817
Attn: Roxanne Ashmore
Fax: 706-359-4729
rashmore@lincolncountyga.com