2019 Rental Contract

Georgia Sports Hall of Fame
301 Cherry Street
Macon, GA 31201
(478) 752-1585 – (478) 238-5448 Fax
www.gshf.org

Open: Tuesday – Friday 10:00 am – 5:00 pm
Saturday – 10:00 am – 3:00 pm
Parties, Meetings, Reunions, Rehearsals, etc.
also Schedule after hours
6:00 pm – 12:00 Midnight

CLOSED on SUNDAYS & MONDAYS
2019 GSHF Rentals

Meetings, Parties, Reunions, Weddings, Rehearsals, Receptions.

Kids Specials & Other types of Events

Georgia Room, Club Room, Conference Room & Theater

Sunday – Saturday – Day and Night Bookings

Georgia Room 30’x50’
Capacity 120

80 Classroom Style, 120 Banquet Style, power point projector and screen including sound system.

Times begin @ 8:00 am – anything booked before is an additional $100.00 Charge.

PRICES:

<table>
<thead>
<tr>
<th>Weekday M-F -Daytime</th>
<th>½ Amount Due at time of Signing of the Contract</th>
<th>2nd ½ of Balance due 2 weeks Prior to your Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>½ day (4 Hrs.)</td>
<td>$550</td>
<td>$275</td>
</tr>
<tr>
<td>Full day (8 Hrs.)</td>
<td>$800</td>
<td>$400</td>
</tr>
<tr>
<td>Week Night M-Th:</td>
<td>$700</td>
<td>$350</td>
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</table>

**Georgia Room Saturday Special:** $400  $200 $200

($50 more for each additional ½ Hr.) We close @ 3:00pm

2 ½ Hour Rentals from 10 am – 2:30 pm

We Close @ 3pm on Saturdays!

Weekend/Night time

(4 Hr. Maximum - Hours between 6 pm & 12:00 Midnight)

<table>
<thead>
<tr>
<th>Friday &amp; Saturday</th>
<th>Everything is exclusive for Night time Rentals!</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 60 People</td>
<td>$1,200</td>
</tr>
<tr>
<td>61 to 100 People</td>
<td>$1,700</td>
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<tr>
<td>101 + People</td>
<td>$2,200</td>
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</table>

**Rehearsal Dinner**

Same as above – depending on # of people attending

**Wedding & Reception & Rehearsal (not Full Rehearsal Dinner).**

| Combination       | $3,000                                       | $1,500                                       | $1,500 |

**Sunday**

Daytime & Night time (up to 4 hrs.)

| 1-100 People      | $2,000                                       | $1,000                                       | $1,000 |
| 100 +             | $2,500                                       | $1,250                                       | $1,250 |

For more than four (4) hours, there will be a $200 charge per each additional hour. Customer gets limited extra time at no charge to decorate and clean up. This varies with other possible bookings. Please confirm two (2) weeks prior to your event. Night time Rentals are totally exclusive! GA Room. Rotunda, Theater, Kitchen, All of Downstairs and Upstairs, Tables & Chairs.

GSHF All Rentals Include:

Tables & Chairs/set-up and take down, fully equipped catering Kitchen, your choice of caterer and Museum open for guests to enjoy. Kitchen is not exclusive for daytime rentals (you may have to share if we have another rental).
Club Room 30’x30’  
Capacity – 45

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<tr>
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<th>Total</th>
<th>1st ½ @ time of Signing</th>
<th>2nd ½ 2 weeks prior to event</th>
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<tbody>
<tr>
<td>Weekday M-F:</td>
<td>$350</td>
<td>$175</td>
<td>$175</td>
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<tr>
<td>Saturday Specials</td>
<td>$250</td>
<td>$125</td>
<td>$125</td>
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Saturday Specials (Daytime only)

Club Room for Children/Youth Parties – 1 year -12 years old – 45 Guest Maximum
Saturday – 2 hours between 10 am – 3 pm:  CLUB Room & NIKE Area

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<thead>
<tr>
<th>Total</th>
<th>½ @ Signing</th>
<th>Balance due -2 weeks Prior to Event</th>
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<tbody>
<tr>
<td>$165</td>
<td>$82.50</td>
<td>$82.50</td>
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Conference Room  
Capacity 12 - $175

No Friday or Saturday nights

Theater - 205 Capacity

No Friday or Saturday nights

Monday – Thursday Nights

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<tr>
<th>Total</th>
<th>1st ½ @ Signing</th>
<th>2nd - ½ 2 wks. prior to event</th>
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<tbody>
<tr>
<td>$400</td>
<td>$200</td>
<td>$200</td>
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Attn: Church Groups, School Groups, ALL Pre-teen Groups  
Pre-teen Special Rental Theater Party 5:30 – 9:30pm  
Bring your Pizza or BBQ, etc., Drinks – Eat and Watch a Movie  
4 Hour Party- $250 Special

Sunday

<table>
<thead>
<tr>
<th>Total</th>
<th>1st ½ @ Signing</th>
<th>2nd - ½ 2 wks. prior to event</th>
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<tbody>
<tr>
<td>$1,200</td>
<td>$600</td>
<td>$600</td>
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</table>

Rental of the Theater is determined by availability. Rentals include a computer or DVD projection, wireless internet and microphone use. Maximum 4 hours.

Payment – Totals are listed for each. One half of the total amount is due when you sign the contract for your event. The Balance/second half is due 2 weeks prior to your event.

Reminder - You must leave the Museum as you found it – Clean! Garbage must be emptied outside in our large container just outside the side door.

If GSHF receives payment of your balance 30 days prior to your event, you will receive 5% discount on the total of your Event – Nightly Events Only!

Georgia Sports Hall of Fame – 301 Cherry Street – 478-752-1585- www.gshf.org
This ______ day of __________________, 2019 an agreement is made between the
Georgia Sports Hall of Fame (GSHF) and ________________________________ for
use of the museum facility as described below. The renter agrees to all fees, rules, and
schedules described in the agreement and agrees to hold harmless the GSHF and its
agents from any and all claims arising out of the use of the GSHF facilities.

DATE OF THE EVENT: _________________________________________________
TIME OF THE EVENT: _______________________________________________
TYPE OF THE EVENT: _______________________________________________
NUMBER OF GUESTS: ________________________________________________

Total Rental Fees$__________________________________ (4 hours allowed for event)

First half of Payment: ________________________________________________
First PAYMENT is half of the Total Amount of the Event and is due at the signing of the Contract. The Balance or second half of your payment is
due two (2) weeks prior to your Event. 5 % Discount if paid in Full 30 days prior to your event – Nightly Events Only.

Money Received:

Rental Fees __________________________________
Additional Hour(s): ________________________ ($200 each additional hour)
Optional Fees: $__________________________

Total Amount Due: ______________________

1st Payment – ½ or Full due @ signing of Contract
Date Paid _____________________ Cash: ________________________________
Check #__________________ or Credit Card ____________________________

Balance ______________________

2nd Payment – Balance due 2 weeks prior to your Event
Date Paid _____________________ Cash: ________________________________
Check #__________________ or Credit Card ____________________________

Renter ______________________________ Georgia Sports Hall of Fame
Access Times
Renters and agents may have access to the Georgia Room, Club Room and kitchen the day of the event at 10 am depending on Booking/Rental times. Check with staff prior to your event to confirm availability time. The Rotunda and Hall of Fame Corridor will be accessible for set-up at 2 pm.

Payment
Payment of the agreement of the GSHF is nonrefundable and is due upon signing this contract. The balance shall be paid to the Georgia Sports Hall of Fame two weeks prior to your event. You may pay your balance 30 days prior to event to receive a 5% discount on Nightly Events.

Terms for Cancellation
Cancellation will only be accepted if the cancellation is (4 months) 120 days out from the event. If you cancel in less time, you will owe the Georgia Sports Hall of Fame your entire cost of the event. This applies to Rentals that are $1,500.00 or more. Cancellations on Rentals with less than $1,500.00 will receive ½ of the first payment at the signing of the Contract only if Cancellation is 60 days or more before the event.

Clean-up and Check-out
This facility must be left in the condition it was upon arrival. Clean all counters, sinks, refrigerator, and floors before leaving. The renter and outside vendors must check out with our staff before leaving the facility. All trash (food debris and flowers/plants) must be placed in lined trash cans and disposed of in outside dumpster.

Decorations
Balloons must be weighted or anchored. **No glitter or confetti** is allowed in the GSHF. Nothing is to be attached to walls, ceiling, floors, or furniture except where cork strips are provided. All candles must be enclosed in a lamp or votive. Banners, etc. must be approved prior to event.

Prohibited Activities
**NO SMOKING** in the GSHF building! Outside ashtrays available.
No vehicles are allowed on the etched pavers/bricks at the main entrance to the building by order of the City of Macon.

Set-up Arrangements
Set-up information must be provided **no later than 7 days prior to the rental**. We have Floor Plans for each area for you to complete and return. **Minor changes will be handled by GSHF staff (adding tables for caterer and/or more chairs). Extensive changes may be charged $25 more per hour.**

Staffing Fee
Four hours is included in the base rental fee. An additional fee of **$200** per hour will be charged for each additional hour over four hours. **GSHF uses discretion** when we feel there is a need of Security. We have Staff members to oversee our events. In Case of Emergency at the time of your event and you need to get in touch with anybody, call Gwen Arrington 478-808-3334.

x ________________________ Renter  x ________________________ GSHF
Rental Checklist/Contact Information
2019 Rental Contract

Must complete the top portion in full PLEASE!  Today’s Date: ________________

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<thead>
<tr>
<th>Name(s)</th>
<th>Phone #</th>
<th>Cell#</th>
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<thead>
<tr>
<th>Email Address:</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code:</th>
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<table>
<thead>
<tr>
<th>Date of the Event:</th>
<th>Time of the Event</th>
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<table>
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<tr>
<th>Number of Guests</th>
<th>Type of Event:</th>
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Wedding Information:
Bride: ___________________________ Groom: ______________________

Additional Information for Renters – Information we need to know – Delivery Information

Caterer Information:
Business Name: ___________________________
Contact Person & Phone #: ___________________________

Other Vendors/Deliveries
Florist: ___________________________
Beverage: ___________________________
Band / DJ: ___________________________
Additional Information: ___________________________
_______________________________
Please check as needed:

We offer these services:

- Wireless Internet Access - Complimentary
- Half Podium & PA systems – Complimentary
- Easel - Complimentary

Additional Charges:

- Red Carpet - $150.00 – if weather permits

Theater Options

- Microphones - Complimentary
- Projection on Big Screen Complimentary
- Cox Cable on big Screen - Complimentary
- Movie – Provided by Renter

**IMPORTANT**: Bring your **Flash drive or DVD of Memories** to be shown in our Theater the week of your event or earlier to make sure everything is working properly. We want to help you share your memories when you book a Party or Event at the GSHF. This is a fun way to share your memories with your friends while you are making new ones with us.

**IMPORTANT**

Need to bring your Flash Drive or DVD, to do a test **before** your event – **1 week BEFORE** if possible.

**ALL INCLUSIVE - Night Time Events!**

Prices for 4 Hours between 6:00 pm & 12:00 Midnight

**NEW for 2019:**

- 1-60 people - $1,200
- 61-100 - $1,700
- 100 + - $2,200

Each additional hour over 4 hours is $200 each additional hour – no later than 12 Midnight!

These prices include: GA Room (GA Room is 30’x50’ holds 120 seated @ onetime –15 tables x 8 chairs =120) We furnish 60” tables, 6’tables and folding chairs. Use of our catering Kitchen exclusively (including Ice Machine), your choice of Caterer, use of Theater (mostly for Memories on your Flash drive shown during your party), Rotunda for dancing (DJ or a Small Band) some people have Games in the Rotunda, etc. or even dining. ALL of the Museum – upstairs (area in front of the Nike Statue for Appetizers- just a suggestion) and downstairs. Upstairs/Interactive Area including our Race Car Simulator we offer Scavenger Hunts too. Sometimes Parties have Photo Booths in the Corridors.

**Night time Rentals are totally All Inclusive to include all of the Museum for your event!**

GSHF – 301 Cherry Street – Macon, GA 31201 - (478) 752-1585 – [www.gshf.org](http://www.gshf.org)
Explanation of Areas
2019 Rental Contract

Georgia Sports Hall of Fame is a beautiful place to visit, to have a meeting or an event. We will work with you to help make your Event special. GSHF is a great place to take pictures i.e. the Nike Statue is appraised at $2.3 million, and is the only one like this in the United States.

Georgia Room:
1500 sq. ft. carpet & four (4) Chandeliers - tables & chairs. Georgia Room holds a Maximum of 120 People (15 tables with 8 chairs to each table – less with head table or with half Podium & Table for Projector). Availability of 400 ft. sq. catering kitchen and caterers of your choice. We provide set-up & take down and clean-up. Capacity: 80 Classroom Style, 120 Banquet Style, power point projector and screen including sound system. Great for meetings, Dinners and Parties.

Catering Kitchen
400 sq. ft. kitchen gives caterers and their staff abundant working space. Catering/Prep! The Kitchen is easily accessible to our banquet area. Kitchen includes four sinks, two (2) burner plate, microwave oven, convection oven, large refrigerator, ice machine and work tables. Quality Catering Kitchen. You are welcome to use your own caterer. Kitchen is not exclusive for daytime Events, we may have another Rental and you will need to share.

Club Room – Capacity – Seated 45 Banquet Style
Smaller casual space available. Approximately 30’x30’. Will hold up to 6) 60” Round tables + Chairs and 2) 6’ Rectangular Tables for food & drink.
Used for meetings and parties. Great place for Kid’s Parties on Saturday during the day. Special Prices!

Conference Room – 12 seating capacity only.

Rotunda – 1800 Square Feet
Capacity – 175 People Standing
  80 people banquet style
  Band – Dance- Bar Areas
Theater – Unique Rental Packages (Night Time Monday -Thursday)
Also comes with Nightly Rentals – Great way to share your Memories with a Flash Drive during an Evening Event with night time bookings (Fridays & Saturday nights)!
205 Seating Capacity
Cable, 16x16 screen and sound system
Host your special sporting party event with us!
Elevator Accessibility for Handicapped or those that don’t want to use the steps to the Second Floor to include exhibits upstairs, Nike Statue, 2nd Floor Entrance to Theater, etc.

Above the Rotunda – Great place to have your Appetizers served or a few tables & chairs to listen to music and watch people dance. Limited space but a very nice area. Our Nike Stature is a great back-drop for serving appetizers as well as taking pictures. Elevator Accessible.
Also used for Kids Party location on Saturdays during the day. Special Prices!

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General Information on Most asked Questions

1. In order for us to book your event, we need a Signed Rental Contract and the first half of your payment of your event at the signing.

2. The second half of your Payment is due 2 weeks prior to your event.

3. 5% discount if paid in Full 30 days prior to your event for nightly rentals only.

4. Cancellation will only be accepted if the cancellation is (4 months) 120 days out from the event. If you cancel in less time, you will owe the Georgia Sports Hall of Fame your entire cost of the event. This applies to Rentals that are $1,500 or more. Cancellations on Rentals with less than $1,500 will receive ½ of the first payment at the signing of the Contract if Cancellation is 60 days or more prior to the event.

5. Customers get extra time (limited) at no charge to decorate & clean-up. This time may vary depending on other bookings and is a limited time during Museum Hours – Tuesday –Friday from 10:00 am – 5:00 pm and 10:00 am – 3:00pm on Saturday.

6. With each rental, we need a set-up chart / floor plan completed (2) weeks prior to your event, no later than (7) days prior to rental in order for GSHF to set-up for your event.

7. Minor setup changes will be handled by Georgia Sports Hall of Fame Staff (including tables for caterer and /or more chairs). Extensive changes may be charged $25.00.

8. We provide 60” rounds, 6’ long tables and folding chairs for your event at no charge. We do not have Bistro tables. You may rent them from other sources and bring them in.

9. Nights – week and weekend start after 5 pm with our night-time rates.

10. Georgia Sports Hall of Fame’s Kitchen is not guaranteed to be exclusive except for Night-time bookings.

11. We do allow you to choose your own caterer. List is available upon request.

12. You may have a DJ or a Band at your event if you choose.

13. Events after 5 pm may have “Adult” beverages when the Museum is closed to the Public.

14. Must have an outside person/company with an “on premise license” in order to serve alcohol of any kind when charging for drinks.

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