



# The University of Georgia

## Carl Vinson Institute of Government Rental Agreement -- Seney-Stovall Chapel

Function: \_\_\_\_\_

Anticipated Number of Persons in Attendance: \_\_\_\_\_ (Maximum Capacity of 280)

Requested Times and Dates: (including rehearsal/preparation times/dates)

Date(s)	Time(s): From ----- To		Rental Fee	Deposit
_____	_____	Theater Green Room	_____	_____
_____	_____	Theater Green Room	_____	_____
_____	_____	Theater Green Room	_____	_____
_____	_____	Theater Green Room	_____	_____

SPECIAL REQUIREMENTS:    Handheld Mic    Podium Mic    Mic Stand    Standing Podium  
 LCD Projector    Overhead Projector    TV and VCR    Seminar Chairs    4 ft. Tables    Sound System  
 Lighting System    Technician

List decorative items to be used (see #6 on next page) \_\_\_\_\_

This contract formed on \_\_\_\_\_ is between the Carl Vinson Institute of Government and the person or organization listed below as "LICENSEE." This contract and payment of deposit holds space tentatively. The rental fee must be paid by \_\_\_\_\_ (thirty days prior to the date of the event) to secure reservation.

LICENSEE: \_\_\_\_\_ Federal Tax ID or Social Security #: \_\_\_\_\_

Phone(h): \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone(w): \_\_\_\_\_

Payment Enclosed (Check/Money Order)\*

Email: \_\_\_\_\_ UGA Acct Name and # \_\_\_\_\_

For the LICENSEE: \_\_\_\_\_ \* If tax exempt, attach certificate of exemption

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature indicates you have read and will comply with chapel regulations)

Receipt Number & Date Paid \_\_\_\_\_ Technician Fee: \_\_\_\_\_

Receipt Number & Date Paid \_\_\_\_\_ Deposit to hold reservation: \_\_\_\_\_  
Rental Fee (due 30 days prior to event): \_\_\_\_\_

For the University of Georgia Carl Vinson Institute of Government: TOTAL \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By: Dan Evans, Facilities Coordinator, CVIOG See page 2 and sign at bottom.

## PLEASE READ CAREFULLY AND SIGN BELOW IN THE SPACE PROVIDED

These are the rules and regulations regarding rental of the Seney-Stovall Chapel. The Carl Vinson Institute of Government (herein after CVIOG) reserves the right to refuse rental to events deemed inappropriate to the Seney-Stovall Chapel, to the Lucy Cobb Complex, to CVIOG, or to UGA. Please review these regulations carefully; if you have any questions, call 542-2736 or 542-6583. Licensee, hereinafter, refers to the renter.

1. A security deposit in an amount equal to one-half of the rental fee is due and shall be paid in full at the time the contract is signed. The rental fee must be paid no less than (30) days prior to the event (or event is subject to cancellation). For university sponsored events, a university account number is required at the time of reservation. Deposits or fees can only be paid by check or money order. **NO CASH CAN BE ACCEPTED. No event may be scheduled less than 30 days prior to the rental date. An event booked at 30 days out requires full payment, including deposit, at the time of booking with no possibility of refund. There will be no exceptions!**
2. If for any reason the LICENSEE cancels a scheduled event more than 30 days before the event, the security deposit shall be forfeited as follows: 8 or more weeks 50% of deposit; 4 to 8 weeks full deposit; less than 30 days no refund of deposit or rental fee.
3. The security deposit will be held until after the last rental date and will be refunded within 30 business days if the building and grounds are left clean and undamaged and the LICENSEE did not exceed the hours for which he rented the chapel. If clean-up and damage expenses exceed the security deposit, additional charges will be assessed against the LICENSEE. In addition, if LICENSEE should exceed the time paid for with the rental agreement, charges for this time will also be deducted from the security deposit. A security deposit is not required for official University of Georgia events; however, in these instances, CVIOG reserves the right to assess the LICENSEE for any damages or costs of clean-up.
4. A representative of CVIOG must be in attendance at all events to unlock the building (15 minutes prior to your rental), to ensure proper operation of the building utilities and equipment, and to secure the building at the conclusion of the event (15 minutes after rental time on contract. The presence of a CVIOG representative does not relieve the LICENSEE of the primary responsibility of clean-up after an event. If the LICENSEE requires technical assistance for sound and lighting, CVIOG will provide a technician beginning at the rate of \$10 per hour, based on your needs. The technician will set up lights and audio visual equipment for your use. Any additional technical services required during your rental time will be based on a per hour charge depending upon your needs. The use of our technician outside the hours of the chapel rental will be \$20 per hour for one consultation up to an hour, or any phone conversation with the technician up to one hour.
5. The LICENSEE is responsible for clean-up of the premises and any damages that may occur during the use of the facility. The LICENSEE must be present during the entire event and must ensure that clean-up takes place immediately following the event. Clean-up must be complete within two hours after the event and no later than midnight for events that end at 11:00 p.m. The LICENSEE is responsible for the removal of all equipment and furnishings brought to the Seney-Stovall Chapel immediately following the event. If more time is used by the LICENSEE than the actual time paid for the rental, additional hourly charges will be deducted from your deposit.
6. When reserving the chapel for a wedding, please adhere to the following restrictions:  
Four hours maximum for the wedding rehearsal; Five hours maximum for the wedding ceremony including clean-up; weddings may be held on weekends or after 5:00 p.m. on weekdays; no receptions are permitted.
7. The following conditions are strictly enforced inside and around the Seney-Stovall Chapel:  
No event may extend beyond 11:00 p.m. without express written approval, and any time over the allotted time paid for will be deducted from the deposit.  
No smoking is allowed inside any portion of the Seney-Stovall Chapel building.  
No food or beverages are allowed inside the Chapel building.  
No items may be attached to the floor, walls, or ceilings in any area of the chapel, including the stage, without prior approval.  
Dripless candles and rose petals are allowed in uncarpeted areas only; any open flame must be supervised at all times.  
No rice, birdseed, glitter, or confetti are allowed.  
No helium balloons are allowed inside the Theater.  
Any decorative item to be used should be listed in the "special requirements" section of the contract.
8. The LICENSEE is responsible for providing security for the guests and property of guests (including automobiles) during an event. If university officials deem it necessary, the LICENSEE will be required to provide uniformed security during the rental duration.
9. The LICENSEE and/or organization agrees to accept liability for any loss, theft, or damage to the Seney-Stovall Chapel, its equipment, or its furnishings; the cost of replacement of any item will be charged to the individual or organization responsible.
10. The LICENSEE hereby agrees to assume any and all liability for any injuries that occur in or around the Seney-Stovall Chapel during the time period covered by this lease agreement. In the alternative, the LICENSEE agrees to indemnify the Carl Vinson Institute of Government for any liability incurred by the Institute as a result of any activities or conduct of the LICENSEE.
11. The LICENSEE may not assign, transfer, or sublet this contract.

I agree to abide by all the above rules and regulations: Signed: \_\_\_\_\_ Date: \_\_\_\_\_