UGA Special Collections Library Rental Agreement

This contract for the rental of the UGA Special Collections Library is made this day, ________, 2012, by and between UGA Libraries, hereafter referred to as the Owner, and __________________________, hereafter referred to as the Renter.

Time and Date of Event: _____________________________

Rooms to be used: _________________________________

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner’s venue, located at Athens, GA and known as UGA Special Collections Library, and

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

The parties agree to the following terms and conditions:

1. The Renter shall have access to and use of the venue up to three hours prior to the event for the purpose of hosting the Renter’s event.

2. Within 24 hours of the rental period’s expiration, Renter shall tender to Owner the rental fee balance due, and all keys and other access control devices in his/her possession.

3. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.

4. Renter will be liable for any physical damages, legal actions, or loss of business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter’s guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter’s use of the venue.

5. All events serving food to guests must submit the menu and name of the caterer to the Owner for approval, no later than 2 weeks prior to the event.

6. The Renter and/or their caterer is responsible for complying and enforcing all state and federal laws, rules, regulations and Board of Regents and The University of Georgia’s policies concerning alcoholic beverages, see attached policy.

7. The catering prep kitchen must be cleaned and left in the same condition as arrival condition. Caterer is responsible for cleaning prep kitchen.

8. Renter must provide all table linens. Additional tables and chairs needed over the Owner’s inventory must be rented and paid for by the Renter.

9. Any disputes arising under this contract shall be adjudicated in the Owner’s local jurisdiction.
10. Fees include: Rental, Set-up of tables and chairs, and security staffing.

*Checks payable to UGA Libraries or provide UGA account #__________________

Balance Due at time of Rental   $__________

In witness of their understanding of and agreement to the terms and conditions herein
contained, the parties affix their signatures below.

___________________________________  ____________________________________
Renter's Signature                   Owner's Signature

____________________  ______________________
Date                          Date

___________________________________  ____________________________________
Printed Name                    Printed Name

___________________________________  ____________________________________
Address                         Address

___________________________________  ____________________________________
City, State, Zip Code           City, State, Zip Code
### UGA Alcohol Policy

A. Check Identification. Alcoholic beverages must not be provided or served to persons below the legal drinking age. Therefore, the permit holder or their authorized agent must check for proper identification before serving any alcoholic beverage and must reject any questionable forms of identification.

B. Refuse to Serve Intoxicated Guests. If a participant or guest appears to have exceeded his or her limit, the permit holder or their authorized agent must not serve any additional alcohol to that person. Furthermore, a reasonable effort should be made to arrange a safe trip home.

C. Provide a Designated Driver or Shuttle Service. The permit holder or their authorized agent should establish procedures to provide impaired guests or participants a ride home. Such procedures can include assigning one or more members of each group of guests or participants the responsibility of being a designated driver who will refrain from drinking. Individuals who serve as designated drivers need to be sure that their personal vehicular liability insurance covers this situation. Another alternative is to provide a shuttle service.

D. Provide Non-Alcoholic Beverages. The permit holder or their authorized agent should provide plenty of non-alcoholic beverages so as to avoid the problem of forcing guests to drink alcoholic beverages because there is nothing else to drink. There needs to be parity between the quantity and variety of non-alcoholic and alcoholic beverages.

E. Serve Food. Another pitfall that should be avoided is serving guests a liquid at lunch or dinner. When alcohol is served or provided at a lunch, dinner or reception, there needs to be plenty of food available.

F. Do Not Permit Self-Service of Alcoholic Beverages. The permit holder or their authorized agent must hire bartenders to serve alcoholic beverages in order to limit the size and number of drinks being served and to spot those who are drinking too much. Where the function involves a sit-down meal at which alcohol is served, waiters and waitresses should be instructed to ask before automatically refilling wine or liquor glasses to avoid a situation where a guest continues drinking simply because the waiter continues to pour.

G. Post Drinking Restrictions in Prominent Places. Notices informing guests as to the legal drinking age should be conspicuously posted at University events where alcohol is served. This requirement is particularly important for those events where the guests or participants may include students or members of the general public who are younger than the legal drinking age.

H. Restrict Alcoholic Beverages to a Controlled Area. The permit holder or their authorized agent must take adequate steps to insure that alcoholic beverages are not allowed outside the predetermined boundaries for the event. All alcoholic beverages should be consumed or disposed of by all guests or participants before they leave the premises.

I. Limit or Eliminate References to Alcoholic Beverages in Advertisements. Advertisements or invitations to University events where alcoholic beverages are being served should emphasize the nature of the event, and not the alcoholic beverages. Keep references to the type and quantity of alcoholic beverages to be served out of promotional materials.

J. Limit Hours of Service of Alcoholic Beverages. Service of alcoholic beverages must be discontinued at a reasonable time, at least an hour, before an event is scheduled to end. The closing time should be posted near the bar to avoid misunderstandings at the end of an event.

K. Cash bar service must be provided by hired bar services or caterers and a copy of the provider’s “off-site alcohol license” must be on file with the UGA Libraries, Special Events office a minimum of 14 days prior to the event.