

# LOVEJOY COMMUNITY CENTER RENTAL RATES

<b>SECURITY DEPOSIT</b> (PAID SEPARATELY FROM RENTAL FEES):	
TEEN EVENTS & EVENTS SERVING ALCOHOL	<b>\$250</b> **SECURITY REQUIRED**
ALL OTHER EVENTS	<b>\$150</b>
SECURITY OFFICER FEES (4 HRS MINIMUM REQUIREMENT)	<b>\$35 PER HOUR/PER OFFICER</b> <b>2 CITY OF LOVEJOY OFFICERS REQUIRED</b>

\*\*OFFICERS ARE REQUIRED FOR ALL TEEN RELATED EVENTS, GRADUATIONS, EVENTS THAT SERVE ALCOHOL, AND ANY EVENT DEEMED NECESSARY BY A LOVEJOY CITY OFFICIAL. POLICE IS REQUIRED FOR THE DURATION OF THE EVENT. NO EXCEPTIONS

<b>NUMBER OF HOURS</b>	<b>ROOM A</b> (UP TO 150 PEOPLE)	<b>ROOM B</b> (UP TO 80 PEOPLE)	<b>BOTH ROOMS</b> (UP TO 230 PEOPLE)
FIRST 3 HOURS	\$300	\$200	\$400
EACH ADDITIONAL HOUR	\$50 PER HOUR	\$50 PER HOUR	\$100 PER HOUR

- 2 HOURS OF SET-UP TIME IS FREE!!!  
ADDITIONAL SET UP TIME CAN BE PURCHASED FOR A FEE OF \$10 PER HOUR (DEPENDING ON AVAILABILITY)
- 1 HOUR CLEAN UP TIME IS FREE!!!

**WE ACCEPT MONEY ORDERS AND CERTIFIED CHECKS ONLY (ABSOLUTELY NO PERSONAL CHECKS)**

THERE IS A **\$50 CANCELLATION FEE** FOR ANY CANCELLED EVENT AFTER IT IS BOOKED. REMAINING DEPOSIT FEES CAN BE REFUNDED IF THE EVENT IS CANCELLED AT LEAST 14 DAYS PRIOR TO THE EVENT.

ANY CANCELLATIONS AFTER THE 14 DAY CUT OFF WILL RESULT IN A FORFEIT OF THE DEPOSIT.

**RENTAL OF BOTH ROOMS: DEPOSIT OF \$250.00**

- All fees for each booked event must be paid in full within 14 days of the event.
- If the facility is not cleaned to the satisfaction of the Lovejoy City Official or if the facility is damaged in any manner, the security deposit will be forfeited and additional fees may be charged.
- Deposit Refunds take approximately 30 days.
- Should both rooms be occupied at the same time, the kitchen must be shared. Cleaning the kitchen will be the responsibility of both parties.
- Cleaning services are available upon request for a minimum of \$40 per room.
- Round Tables are 5ft in diameter; Rectangular Tables are 6ft in length.
- You must vacate the premises by 12am Fridays and Saturdays and 10pm on Sundays

**www.cityoflovejoy.com • Phone:(678)479-8655 • Fax: (678)479-3488 • Email: communitycenter@cityoflovejoy.com**