

# LINDELL'S Event Center

Meet! Party! Celebrate!

2260 Lake Harbin Road Morrow, Georgia 30260  
404.964.2688 or 404.590.9907

## **POLICIES & PROCEDURES:**

**\*\*Lindell's Event Center requires a \$200.00 incidental fee at the time of signing your rental lease. After your event is over and a full walk through of the building and no damages has occurred your \$200.00 will be returned immediately.**

- A. Lindell's Event Center** will not hold any dates without the responsible party paying the Security Deposit. The Security Deposit will guarantee your expected date, without your signed contract and deposit your date will still be available for any other party who may inquire and secure that date.
- B.** Your signed and agreed **Rental Contract** includes your **setup** and **breakdown** time. Your event must be finished one hour before your time is completed to allow for cleaning the Unit. **ALL PERSONAL ITEMS MUST BE REMOVED FROM THE UNIT PRIOR TO THE RESPONSIBLE PARTY LEAVING THE BUILDING.** Any items left in the building after the allotted time will be assumed unwanted and thrown away or become the property of Lindell's Event Center, LLC
- C.** Any responsible party that goes over their allotted time will result in paying additional fees per every thirty minutes. **(\$150.00)**
- D.** Lindell's Event Center will provide setup and breakdown of tables and chairs **ONLY!** Once your event is booked and contract is signed this means that your contract is final. If you make any changes to your contract with the arrangement of adding more chairs and tables, there will be an additional cost.
- E. Caterers are the responsibility of the responsible party. Lindell's Event Center does require that your caterer is licensed & legal business. Proof of License is required two weeks before the event. NO EXCEPTIONS!!!**
- F.** The responsible person for booking Lindell's Event Center is required by law to obtain a licensed bartender if alcohol is to be served or Lindell's Event Center will provide one. All Bartenders must be licensed in Clayton County. You must submit proof within two weeks of your event that the bartender is licensed and legal. *No one should be outside drinking in front of the building, only the outside back is permitted for drinking & smoking*
- G.** Any Special Items that you are requesting must be requested at the time of rental and payment for these items must be made in full two weeks before the event.
- H. Linen or Plastic Table Clothes** are not part of the rental fee. These items are provided at the customer request for an additional fee. Lindell's Event Center must be notified within two weeks prior to your event if you are requesting that we provide coverings for tables.
- I. NO SMOKING INSIDE THE BUILDING!** No Smoking signs are posting on the front of the building; we request that all responsible parties and their guest use the outside back of the building for smoking.
- J. ABSOLUTELY NO SKATES, SKATEBOARDS OR ANY TYPE OF WHEELS ALLOWED INSIDE BUILDING. Only baby strollers or wheelchairs allowed inside building.**
- K. ABSOLUTELY NO OUTSIDE FURNITURE TO BE PLACED INSIDE OF BUILDING! Please check with owners if you need to remove any furniture that belongs to the Event Center.**

**L. Security Guards Required at Client's Expense:** In addition to the Cost described in Paragraph 1, the Client shall be responsible for security guards at a cost of \$275.00 for four hours and \$50.00 per each subsequent thirty minute increment. The security guards shall be selected and hired by Lindell's at Client's expense only in the event that client does not have a licensed security guard for their event.

**M. Bartender Required at Client's Expense:** In the event Client intends to serve alcohol, Client must retain a Licensed Georgia Bartender at a rate of \$225.00 for the first four hours and \$75.00 per each subsequent thirty-minute increment. The bartender shall be selected and hired by Lindell's at Client's expense only if the Client does not obtain one.

**N. Services Provided:** In exchange for payment, Client shall have the full and exclusive use of the entire Event Space, with the exception of the picnic area, located outside in the back area of the building. Additionally, Lindell's agree to provide all set up and take down of tables and chairs according to Client's reasonable design.

**O. Client's Responsibilities:** Client agrees to place all trash in the bags provided by Lindell's Event Center put in dumpster located in the rear of the center outside. All Food items shall be removed from the refrigerator and freezer and taken from the Event Center. Leave all of the food-preparation areas in the same, clean condition in which they were found. In the event Client fails to remove all trash or return the food-preparation areas to the same condition, a cleaning fee of \$175.00 shall be assessed to the Client from the \$200.00 deposit.

**P. Cooking Grills:** Responsible parties may use grills outside, only in the back area of the center. **PLEASE DO NOT GRILL ON FRONT OF THE BUILDING.**

**Q.** No tacks, staples, tape or nails allowed to be put on the walls to hang decorations.

**R.** All children are expected to be supervised by adults at all times.

**S. The kitchen area is for serving food only! ABSOLUTELY NO COOKING.... Only warming is permitted on the already in-placed stove top. ALL FOOD PREPARATIONS SHOULD BE DONE OFF THE PREMISES.** The garbage disposal switch is located on the wall near the sink.....PLEASE USE IF NECESSARY.

**T.** Lindell's Event Center reserves the right to hold the responsible party liable for any and all misconduct, misuse of the building, disobeying any and all signage's and using profanity on the grounds, or any other provisions will result in breach of contract and Lindell's Event Center has the right to ask you and your guest to immediately vacate the premises, and the responsible party will forfeit their deposit.

**U.** Lindell's Event Center only accepts the following forms of payments:

**Cashier Checks, Money Orders, Cash App, or Cash. \*PERSONAL CHECKS ARE NOT ACCEPTABLE.**

**V.** Lindell's Event Center, requires half payment of the rental fee in advance from each rental and balance to be paid a prior to your event. After your event has ended, the building must be cleaned back up as you found it including bathrooms.

**W. CANCELLATION POLICY:** In the event that a potential rental has to cancel an event, Lindell's Event Center requires that you cancel within 24 hrs of paying your Security Deposit, please keep in mind that only \$200.00 will be refunded with \$100.00 remaining for Administration Fee. If you do not cancel within the allotted time Lindell's Event Center has the right to retain any and all of the Security Deposit plus 50% of the Rental Fee. If an event is cancelled within 2 weeks prior to your event Lindell's Event Center has the right to retain all Security Deposit plus 75% of the Rental Fee. If you cancel within the week of your event Lindell's Event Center has the right to retain all Security Deposit plus the entire Rental Fee.

**CLEAN-UP ITEMS:**

**\*\*Cleaning Products, Broom, Mop, Trash Bags and other cleaning items are stored in hallway cabinet for your use.**

**1.** Lindell's Event Center request that after any event the responsible party is to make sure that the **Unit** is cleaned back up just like it was found in a clean condition.

**2. A TWO HUNDRED-FIFTY DOLLAR (\$250.00) fee will incur for each room not cleaned after usage. The Unit must be cleaned within your allotted time frame of rental. NO EXCEPTIONS!!!**

**3. Bathrooms are to be mopped and cleaned after event has ended. The entire building must be swept and free of all particles on the floor. Event area must be mopped if there is substantial food or drinks spilled on floor. The responsible party will incur a THREE HUNDRED-SEVENTY-FIVE DOLLARS (\$375.00) fee for staff to clean the Unit back up. The responsible party must see to it that the entire Unit is cleaned before leaving the premises and this should be done within your allotted rental time. NO EXCEPTIONS!!!**

**4. The responsible rental will be held accountable for any dirty walls left after your event is over. Lindell's Event Center will impose a cleaning fee of \$125.00 to clean walls and shall the walls need painting a fee of \$125.00 will be the responsibility of the rental person. A total of \$250.00 will be due from the responsible person.**

**5. Facility Chairs:** It is the responsibility of the rental person to make sure all chairs are cleaned after the event is over. If there are any food stains on chairs you must make sure they are wiped cleaned and free of any food or drink spills. If Lindell's Event Center has to steam clean chairs the rental person will be responsible for all charges that occur for cleaning. Each chair will cost \$100.00 to steam clean which will be the responsibility of the rental person. In the event that the chairs will not come clean, please be advised that you will incur a fee of \$250.00 per chair for replacement. You are welcome to take the dirty chair with you and this will be your discretion to keep the dirty chair after full payment has been made for a new replacement chair. You must remove the chair or chairs within five (5) business days after full payment has been made for the new replacement chair (s). **NO EXCEPTIONS!!!**

**6. LINEN TABLE CLOTHES:** If the responsible party rent linen from Lindell's Event Center, please make sure that no colored drinks are spilled onto the linens as you will be held responsible for replacement if the stains do not come out. Lindell's Event Center owners has the full right to charge you for any table clothes that cannot be reused due to stains which was caused by your event. Each replacement of the linens will be \$125.00 per table cloth.

*7. Any or all of the above actions will be caused and justified for Lindell's Event Center to retain full security deposit without refunding the responsible party due to the above regulations.*

## **Event Center Agreement and Fees**

**\*\*Please refer to item number (W) pertaining to cancellation procedures.**

All parties shall comply with Clayton County Sheriff Department & State of Georgia Fire Code, Regulations & Requirements.

Any one reserving the Picnic Area Only shall have use of the inside restrooms only. NO OTHER PART OF THE EVENT CENTER SHALL BE USED. **NO EXCEPTIONS!!!**

**Event Payment Shall Be Paid in Full One Week Prior to Event Date.**