

The Marianna

Rules and Policies

By signing The Marianna Rules and Policies Agreement, Renter agrees to the following:
(Please initial each section in the underlined area, indicating your agreement to comply with all statements therein.)

1. General Rental Conditions _____ initials
 - a. Events. The Marianna is a National Historic Register property which permits a variety of events to take place at its facility. Please consult our Special Events Coordinator if you have any questions regarding the type of event you wish to host.
 - b. Capacity. The maximum capacity during a cocktail style reception is two hundred (250) people. The maximum capacity during a seated dinner reception is one hundred (125) people. The Renter must provide The Marianna with an approximate guest count at the contract signing and a final guest count two weeks days prior to the event.
 - c. Event Space. The rental fee for The Marianna allows the Renter to utilize the first floor of the home, the front porch, and the front lawn. The Renter understands that the basement is a restaurant that operates seven (7) days per week.
2. Payment _____ initials
 - a. Security Deposit/Rental Payments. The Renter is responsible for any damages that occur to The Marianna during the rental. A damage deposit of five hundred dollars (\$500.00) must be paid at the time the rental application is made. This amount will be refunded in full following the event unless the event is cancelled; there is damage to The Marianna grounds, furnishings, or contents; or The Marianna is left in an unsatisfactory condition. Renter will be liable for all damages to The Marianna, including its grounds, furnishings, and contents. A rental payment of fifty percent (50%) of the rental fee must be submitted with the damage deposit and the signed copy of this document (the Rules and Policies). The rental payment is refundable if cancellation occurs at least 45 days prior to the event; otherwise, the fee is non-refundable. The remaining rental fee must be paid in full no later than the night of the event. Any event booked less than 30 days will need to be paid in full upon submittal of damage deposit and rental application. Failure to submit payment at that time will void the rental agreement and forfeit the deposit. **This fee is non-refundable.**
 - b. Refund. The security deposit will be sent to the address of the person whose name and address appears on the contract unless the Renter requests, in writing, to send it elsewhere. If any changes in address have been made, it must be sent to The Marianna in writing via US Mail address or via email to info@themarianna.com, unless other arrangements have been made.
3. Set-Up / Clean-Up / Caterers / Decoration / Rental Equipment _____ initials
 - a. Set Up. Access to the facilities for setting up, including Caterers set-up, will be during our open business hours the day of the event unless other arrangements are made. A floor plan and written schedule of set-up must be provided to the Event Coordinator at least ten (10) days before the event. (If

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- the Renter does not have an Event Coordinator, our in-house coordinator will work with the renter to create a floor plan and a timeline.)
- b. Clean-up. The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities and no later than the exit time stated on the contract, or the Renter will be charged an overtime fee (unless other arrangements are made).
 - c. Beverage Service. The Marianna possesses business license, license to serve all alcoholic beverages legal in Georgia, and liquor liability insurance. Furthermore, beer is brewed on-premise and this is the only beer served on-premise. No outside beer, wine, or spirits may be served by the Renter or Renter's caterer within The Marianna.
 - d. Caterers. The Wrecking Bar provides catering for all of our events. If you wish to use an outside caterer we can provide you with a list of preferred vendors. All outside caterers must furnish The Marianna with a copy of their business license and a certificate of liability insurance in the amount of \$1,000,000. The certificate should also state that The Marianna is named as additional insured on the group's insurance policy for the date of the event.
 - e. Flowers and Decoration. **Nothing may be hung, nailed, stapled, or taped to any of the walls, ceilings, floors or furnishings at The Marianna.** The Renter may wrap ribbon, or other non-abrasive material, around the indoor and outdoor stair railings. The Marianna does not offer decorating or floral arrangements for events but will provide vendor recommendations if requested by the Renter.
 - i. Mantels and Tables. Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak.
 - f. Candles. Open flames are prohibited on the entire property. Candles **must** be enclosed in a glass votive or floated in water. Luminary candles are permitted on the front lawn of The Marianna. Caterers are permitted to use sterno to keep food warm.
 - g. Rental Equipment. The Marianna has 48" circular tables, 6' and 8' tables, high tops, white chairs, and can provide some white linens. Color and table to floor linens can be provided at a rental fee covered by the Renter. It may also be necessary to rent additional dishes for a seated dinner or buffet at an additional fee to the Renter. The Renter and caterer must supply all other equipment necessary for any event. All chairs and tables must have rubber tips. **Rented equipment must be delivered between 9-5, Monday through Saturday.** The Renter may have rental equipment dropped off at The Marianna one day prior to the event so long as The Marianna is informed of the delivery at least two business days in advance, and the space is not in use the day before the

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Renter's event. **Pickup should be made by noon on the day after the event.** Exceptions will be made for weekend events and holidays with advance notification to the Event Coordinator.

- h. Dancing and Music. The front porch and inside main event room are available for dancing at The Marianna. The city of Atlanta requests that amplified music outdoors end at 10:00 p.m. in compliance with Atlanta noise laws. Dancing is permitted indoors. **The Renter must rent a dance floor, which we can provide for a fee of \$250, if they elect to dance indoors. Any entertainment must maintain a sound level that does not exceed 55 decibels at the property line closest to a residential property.**
 - i. Tents/Pipe and Drape. The Renter must request, in writing, permission to erect a tent. Tents larger than 10' x 10' require a City of Atlanta permit. The tent **must** be erected and positioned with weights. Erecting a tent with spikes is strictly prohibited. Pipe and drape must be set up during the contracted set-up time and it must be removed at the end of the event.
 - j. Confetti. No confetti, glitter, or rice may be thrown or distributed either inside or outside The Marianna (however, birdseed is permitted). Bubbles may be used on the front porch and front lawn. Only silk rose petals may be used at The Marianna as real petals will stain the historic property.
 - k. Fireworks. **Sparklers or any other type of pyrotechnics are not permitted on the grounds of The Marianna.**
 - l. Animals. Only service animals are allowed inside The Marianna.
 - m. Publicity. The Event Coordinator must approve all publicity concerning The Marianna.
 - n. Floor Plan. The Renter must submit the event set-up floor plan **at least 15 days prior** to the event for approval by The Marianna Event Coordinator. The Renter is strongly encouraged to meet at The Marianna at least four weeks in advance of their event for a walk-through with all involved parties to create a final floor plan. The Renter must contact the Event Coordinator to arrange the date and time for their vendor meeting at least one week in advance to ensure the building is open and available at that time.
 - o. Smoking. Smoking is only permitted outside of The Marianna in designated areas.
4. Building Security _____ *initials*
The Marianna is not responsible for any valuable items left in the facility. The Renter should take necessary precautions to protect valuable personal property. The Renter or caterer is responsible for removing all items brought in during the event. Items left at The Marianna for more than 48 hours after the event may be disposed.

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5. Facility Use _____ *initials*
- a. Rehearsal. Requests for rehearsal time must be indicated on the application and scheduled in advance. Rehearsal time is dependent on the availability of the facility. All rehearsals must be scheduled with the Special Events Coordinator. **We reserve the right to reschedule the rehearsal time if deemed necessary.**
 - b. Event/Wedding Coordinator. It is required that the Renter have a coordinator the day of the event, especially for a wedding. Our Event Coordinator will work with the Renter to coordinate the details leading up to the event, but is not responsible for coordinating the Renter's vendors the day of the event, or decorating the space. For weddings, if the Renter does not hire an outside wedding coordinator, or day-of coordinator, the Renter will be billed for The Marianna Event Coordinator's service (which is \$500 for the day).
 - c. Room Conversion. There is a \$250 fee for any event that requires the floor plan to be converted from one setup to another in the middle of that event.

Your signature below acknowledges that you have agreed to abide by the above Marianna Rental Rules and Regulations.

Renter Signature: _____

Renter Name: _____
(printed)

Renter Address: _____

Renter Cell Number: _____

Date: _____

Date of event: _____

Purpose of event: _____

Times of event: _____

For The Marianna: _____

Title: _____

Date: _____