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## General Information about rental of the Community Center



141 E. Thompson St. Bogart, GA 30622

**Building:** The Center is approximately 3,000 square feet (40'x75) with a full size kitchen. There is a service counter which divides the kitchen from the main room, individual restrooms and stage area. The seating capacity is 200.

**Tables & Chairs:** There are 20, 6 feet long rectangle banquet tables and 200 metal folding chairs. Tables and chairs cannot be borrowed. All chairs and tables must be folded and placed within their caddies after each use.

**Cleaning Supplies:** The following supplies are provided at the center: Garbage bags, dishwashing liquid, hand soap, paper towels, cleansers and toilet tissue. Brooms and mops are provided as well.

The following is **not supplied:** Kitchen ware (pots, pans or any type of cookware). No dish clothes/towels, table clothes/linens, napkins nor utensils. It is each individual's responsibility to provide these items for your function, and to remove them upon vacating.

The City of Bogart is **not responsible for any items left at the center.**

**Decorations:** Only floor and table decorations are allowed.

**No tape, tacks, putty, nails or pins may be used on our walls or ceiling!**

**The following information is very important. Please read it carefully.**

A check-off list will be given with the keys as a reminder of things to complete prior to vacating. It is the responsibility of each group/individual to clean the center **prior to** vacating by midnight on the day of your rental. Parties are not allowed to return the following day to clean the center.

The Cash Key deposit is to guard against damages/cleanup costs incurred to the city.

The Key deposit will be returned the following business day if the facility has been cleaned properly and return of the checklist and key. No deposit will be returned if it does not pass inspection.

Please assist the city by following the rules and regulations.

**NOTE: NO SMOKING IS ALLOWED IN THE CENTER.**

A temporary Alcohol permit is required if Alcoholic beverages will be served on the premises

CITY OFFICIALS RESERVE THE RIGHT TO INSPECT THE CENTER WHILE IN USE.