



CREST CENTER

CANDLER ROAD ECONOMIC & SOCIAL TRANSFORMATION

General Rental Policies

CAPACITY

- The maximum capacity limitations for each room must be strictly observed for this facility. See Room Capacity information.
- If the maximum capacity limits are exceeded, the event will be terminated. Under no circumstances can the guest count exceed the expected capacity.

FURNITURE, FIXTURES AND SETUP

- Tables and chairs are provided as part of the rental and are restricted to that room only and may not be removed from the facility at any time.
- The Client is required to submit a floor plan/layout, detailing the desired set-up for tables and chairs, at least two (2) weeks prior to the event date. Management reserves the right to make changes to the floor plan for safety considerations or logistic feasibility.
- The removal or rearrangement of decorative furniture, fixtures or other equipment is strictly prohibited without the approval of management.

GENERAL BUILDING USAGE REQUIREMENTS

- The area(s) designated on the rental form will be the only area(s) which will be utilized by the rental group. (Men's and women's bathrooms are an exception.)
- The use of any rental space is limited to the purposes stated on the rental contract and for the rental time allotted.
- The client is not allowed to adjust the thermostat to control heating and cooling units. If a change is desired, please inform the Event Coordinator on duty.
- Supervision of children is to be maintained at all times. No one is allowed to circulate through non-rented rooms.
- The CREST Center is not liable for items left in the building.

- Keep food, napkins, and paper towels out of the toilets, urinals and sinks.

RESERVATIONS

- All potential clients are required to complete and sign a rental application form.
- Space will be considered reserved after fees and deposit have been made.

DELIVERIES AND PICKUPS

- Prior arrangements are required for all deliveries and pick-ups with at least one week's notice. It is understood that personnel will sign for deliveries as a courtesy only but will not be held responsible for any delivery items or items left on the premises.
- Clients are responsible for clearing and re-packing all delivery items.
- All deliveries should be picked up by noon of the next day. After 24 hours, there's a \$25 per day storage fee.

DECORATIONS

- All event set-up and decorating must be confined to the Client's contracted block of time.
- Decorations are subject to the approval of the CREST Center.
- The use of nails, tacks, glue, staples, and tape on the walls, ceiling, or any part of the center is strictly prohibited. Free-standing decorations are preferred and encouraged.
- In accordance with Dekalb County's regulations, open flames are not permitted at any time. Candle centerpieces must be protected by hurricane shades or similar devices and must be placed atop non-flammable bases. Dripless candles required for all candelabras. Votive candles and incense burning are strictly prohibited.

PARKING AND GROUNDS

- Parking is allowed in designated areas only.
- Handicapped and reserved parking are to be observed at all times.
- Parking on grassy areas, walkways, and fire lanes are strictly prohibited.
- Illegally parked cars are subject to towing at the owners' expenses.

CLEANUP AND TRASH HANDLING

- The rental spaces should be left in the condition as it was found.
- All event-related trash is to be bagged and placed in the dumpster at the rear of the building.
- All spills must be cleaned up immediately
- At the conclusion of the event, the responsible party must sign a completed clean-up checklist. Failure to do so will result in forfeiture of the security deposit.

AUDIO/VISUAL

- Audio Support is included.
- The client is not to operate A/V equipment under any circumstances. Requests pertaining to A/V equipment should be made to the Event Coordinator on duty.
- For events where a technician is required, an A/V cue sheet must be submitted at least 2 weeks in advance.
- Operation of audio equipment must comply with local noise ordinances. Client is responsible for any fines, penalties, or violations of noise ordinances.

EVENT REQUESTS

- All fees, floor plans/set-up and all other requests must be submitted at least 2 weeks prior to the day of the event.
- Once the floor plans have been submitted minor changes may be made.
- Clients are given 2 hours to set up prior to an event in the Event Hall or Multipurpose Room. All other locations have 30 minutes.

- Building may not be used for a same-sex wedding ceremony or reception.
- Management maintains the right to make any changes required for safety and liability reasons.

SECURITY

- Events that start and/or run beyond the rental period will be charged an overtime fee based on the room.
- Outside security/police may not be used.
- If the caterers and /or guests remain past the scheduled/contracted time, the client will be charged an additional overtime fee.
- Events with more than 50 attendees are required to have security and/or after midnight.

FEES

- Rates provided are for facility rental only and do not reflect rates for catering services. Catering rates are to be negotiated with event caterer.
- A security deposit and a rental deposit must be submitted at the time of contract signing. **Reservation becomes official once deposits are received.**
- Security deposits are refunded within the 2 week period following the event date, provided there are **no damages, clean-up charges, overtime charges, or other fees due.**
- The rental fees must be paid in full 7 business days prior to the event date.
- If an application is made within 7 business days of the event date, the security deposit, in addition to the total rental amount—as calculated on the application—is to be remitted at the time the application is submitted.
- For return of deposits or refunds, clients are responsible for providing change of address information, if applicable.
- Maximum time for Event Hall and Multipurpose Room is 8 hours. Minimum time is 4 hours.

CHILDREN AND YOUTH EVENTS

- Adult to child requirements for all children and youth events.

Child's Age	Number of Adults	Number of Children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-17	1	10

Note: The CREST Center reserves the right to enforce the contractual terms, including termination of the event, if an event is not in compliance with the stated and agreed upon rules and regulations. These General Rental Policies are incorporated by reference into the Client's rental agreement.

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Terms and Conditions

Advertising and Promotion

All advertisements, tickets, and promotions for events must be reviewed and approved before they are distributed to the public.

Alcoholic Beverages and/or Controlled Substances

All alcoholic beverages and controlled substances are strictly prohibited. This includes no smoking on the premises.

Application

Rental application should be completed and submitted to the Administrative Assistant at least 14 days prior to the event. For use of the parking lot, 48 hours.

Approval

The CREST Center Management Team reserves the right to review, approve or deny all rental applications.

Compliance with Laws

The Client shall comply with all applicable state laws and regulations and shall not use or occupy the building for any unlawful purpose or permit others to use or occupy the building for any unlawful purpose.

Event Cancellation by the Client

No refunds are offered except in the case of inclement weather, death, a medical emergency or other crisis. Arrangements to this effect must be made with the CREST Center. If the event is cancelled, the Client must notify the CREST Center office in writing. If the event is canceled *prior to 15 business days* before the event date and the canceled date *is not rebooked by the client*, a refund of 50% of the total rental fee shall be returned to the Client. Fifty percent of the total rental fee will be retained by the CREST Center for administrative costs. If the event is canceled *less than 15 business days* before the scheduled event date, the rental deposit shall be forfeited.

Event Cancellation by the CREST Center

Any changes in the characteristics of the event that might impact the integrity of the Venue must be approved in writing before the event by the CREST Center. If at any time, up to the date of or during the event, the CREST Center finds any aforementioned changes that might impact the integrity of the Venue, the CREST Center reserves the right to cancel the event. If the event is cancelled, all fees paid to the CREST Center by the Client, up to the date of cancellation, shall be refunded to the Client by the CREST Center. The CREST Center will not be liable for any lost profits or consequential damages of any sort.

Event Changes

Changes in event dates are treated as a cancellation. To reserve another date, the original date must first be canceled. Based on our event cancellation policy, the security deposit may be forfeited or transferred to the new date. If forfeited, a new security deposit will be required for the new date.

Firearms

No firearms or weapons are allowed on the premises.

Food Products

The facility reserves the right to restrict items. *See Food Addendum.*

Good Faith Deposit

An amount not less than fifty percent (50%) of the rental cost will be required upon confirmation of reservation.

Insurance

Subject to the nature of the event, event Insurance for companies and organizations is required. A copy of the certificate of insurance coverage naming the CREST Center as the additional insured for the Event. General Liability Insurance of at least \$1,000,000, must be provided to management two weeks before the event.

Overtime

Every additional hour past the time indicated as departure. Please see rental rates for fee. No function will continue after scheduled closing unless an exception is granted by the CREST Center.

Payment

All fees are to be paid by certified check, ACH, money order or Credit Card, made payable to the CREST Center and shall accompany the signed Rental Agreement.

Rental Fees

After the walk through, a cost analysis will be prepared.

Walk through

An appointment is required to confirm room layout, event specifics, equipment needs and special requests. Site visits by vendors, including, but not limited to, florists, caterers, musicians, and coordinators are by appointment only and are to be pre-arranged with the CREST Center. Site visits to the facility, during on-going events, are not permitted, unless specific arrangements are made with the CREST Center.

Weather Policy

In the event of a Natural Disaster or Severe Weather, the CREST Center will not be liable for failure of the participants to appear, present or perform. If the Event has not begun, the CREST Center and Client shall have the independent right to terminate this Agreement. If that occurs, the CREST Center shall refund all moneys previously paid, except for costs paid and/or contracted for any commitments which cannot be cancelled.

These Terms & Conditions are incorporated by reference into Client's rental agreement.

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Date: _____



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Walk Through Set Up/Clean Up Check List

Event: _____

Room Facilities

- _____ 6' Rectangular Tables
- _____ 8' Rectangular Tables
- _____ Round Tables
- _____ Banquet Style Chairs
- _____ Pots and Pans
- _____ Other Utensils
- _____ Small Appliances (microwave, etc.)
- _____ Trash Bins
- _____ Audio Visual Equipment

Applies to Caterer's Kitchen and Commercial Kitchen

- Floors are mopped and clean.
- Floors are swept and clear of trash or any other remains.
- Counters are cleared and cleaned of all food products brought into the facility.
- Stove/Oven clean and clear of all food products.
- Stovetop Grill is clean and clear of all food products.
- All food items placed in the refrigerator/freezer removed.
- All dishes brought for your event are removed.
- All item used are cleaned and placed back in its proper location.

Applies to All Rented Spaces

- Trash removed.
- Trash is placed in the dumpster behind the building.

Condition of Walls _____Clean _____Fair _____Unsatisfactory*

Condition of Bathrooms _____Clean _____Fair _____Unsatisfactory*

Condition of Kitchen _____Clean _____Fair _____Unsatisfactory*

Condition of Kitchen Appliances _____Clean _____Fair _____Unsatisfactory*

Comments or Additional Requirements:

*photo will be taken

Additional Space:

This Walk Through Set Up/Clean Up Check List is incorporated by reference to the Client's rental agreement.

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Food and Beverages



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Kitchen Guidelines

FOOD AND BEVERAGE

- Food and beverages may be consumed only within the areas covered by the rental agreement and are prohibited in the grassy areas surrounding the property.
- All caterers must comply with the catering procedures set forth by management, and all rules and regulations regarding food service and clean up at the event. See Caterers section.
- All bottles of drinks that are corked may only be opened in the kitchen. The client shall ensure that guests do not discharge corks in the event hall or any other area.
- It is the responsibility of the client to ensure that the caterer has been given a copy of the CREST Center's rules and kitchen guidelines.

CATERERS

- All preferred caterers can be used with no additional fees.
- If the client desires the use of a caterer that is not on the preferred list, such caterer must meet the requirements of the CREST Center and must submit a request/application for inclusion on the list of approved caterers. They must be approved, provide a copy of their certificate of liability and local business license 60 days in advance of the rental date. NO EXCEPTIONS. There is also an additional fee of \$250.
- Pork products, shellfish, and alcohol are prohibited on the premises. See *Food Addendum*.
- The caterers must clean the kitchen and guest tables. If these requirements are not met, all or part of the client's security deposit may be forfeited. All rules and regulations and caterers' responsibilities apply to family-catered events as well.
- Sign in and out with the CREST Center at the time of arrival and departure is required.
- All caterers must have a current Health Department Inspection Certification in order to use the commercial kitchen, a copy of which is to be provided to management 2 weeks before the event.
- All caterers must comply with Dekalb County's rules and regulations regarding food service and clean-up at events.
- All caterers must have General Liability Insurance of at least \$1,000,000, a copy of which must be provided to management 2 weeks before the event.
- The equipment in the CREST Center caterer's kitchen is to be used solely for warming or refrigerating food.

KITCHEN(S)

- The cleaning of the kitchen(s) and tables is the sole responsibility of the caterers or client.
- Remove all food containers from the refrigerators, ovens and counters. The CREST Center will not be held responsible for items belonging to the caterer, client or guests.
- The caterer's kitchen may be used for warming food only. All food items must be prepared and cooked off premises.
- Provide all necessary cleaning supplies.
- Grease or food shall not be dumped into the sink. Provide a container to dispose of grease before placing it in the trash.
- Clean the steel preparation tables, sinks and inside and outside of the ovens, stoves and refrigerators.
- Clean the counters and remove all trash.
- Clean all trash from the tables and the floor, if necessary.
- Dispose of all trash in the dumpster located behind the building. Do not leave trash around the base of the dumpster.
- Sweep and mop the kitchen floor.
- The caterer's kitchen is to be used for prepping and heating purposes only.
- Kitchen personnel are strictly prohibited from cooking on the premises without making specific arrangements beforehand. See Caterer's section.
- The kitchen and all kitchen appliances must be left in the manner in which they were encountered.
- Please try to refrain from serving beverages that stain permanently.

These kitchen guidelines are incorporated by reference into Client's rental agreement.

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Food Addendum

The CREST Center is managed by Decatur Seventh-day Adventist Church. As such, beneficial health practices that the church espouses will also be transferrable to the use of its facilities. The following items and their by-products do not fall within the dietary practices of the Seventh-day Adventist church based on Biblical principles and are therefore not allowed to be consumed or used in the preparation of meals for events taking place at the CREST Center. This is a practice not to constrain your food options but to maintain the consistent policies and beliefs of this organization. Therefore the following list, although non-exhaustive, identifies the common consumer foods that the CREST Center and its parent organization, the Decatur Seventh-day Adventist Church prohibit by policy:

MAMMALS	SEAFOOD	BIRDS	CREATURES
<ul style="list-style-type: none"> Pork (including ham, bacon, pepperoni) Rabbit 	<ul style="list-style-type: none"> Abalone Catfish Clam Crab Crayfish Cuttlefish Eel Lobster Marlin Mussel Octopus Oyster Prawn Scallop Shrimp Squid 	<ul style="list-style-type: none"> Duck Ostrich 	<ul style="list-style-type: none"> Frog Snail Snake Turtle

If you have any questions concerning the beliefs of the Seventh-day Adventist church regarding this list and preparation of food products to be served during your event, please contact the CREST Center. This Food Addendum is incorporated by reference into Client's rental agreement.

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