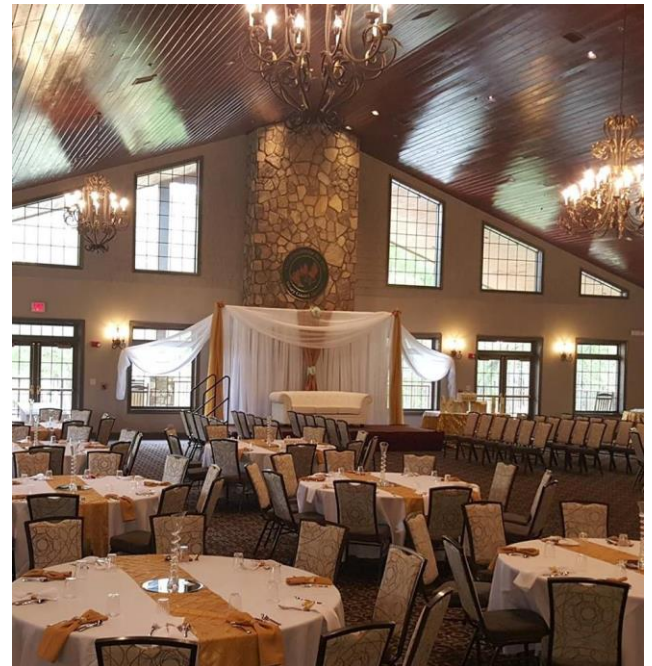




Merle Manders Conference Center



111 Davis Rd. Stockbridge, GA 30281

Phone: (770)389-5982 Fax: (770)389-5484

Events@cityofstockbridge-ga.gov

Mmcevents.com

July 2017 Version

Merle Manders Center Ballroom Rates

The information below applies if you are renting the ballroom.

Ballroom will seat up to 300 guests

Ballroom Base Rental Rates:

Security Deposit	\$600.00
Security Deposit for meetings/events serving alcohol	\$800.00 + \$50 non-refundable alcohol permit

***This is due at the time of contract signing. It is separate from the rental amount and is fully refundable if your event completes a successful check-out and the center is left as agreed upon in the contract.**

*Deposit refund checks are processed and mailed upon successful completion of your event and will be received within 2-4 weeks.

Monday-Thursday Rental- 8 Hour Block of Time + 1 Event Attendant	\$800.00 rental fee + \$150.00 event attendant	\$950 total
Monday-Thursday- 12 Hour Block of Time + 1 Event Attendant	\$1000.00 rental fee + \$150.00 event attendant	\$1,150.00 total
Friday & Saturday Rental- 12 Hour Block of Time + 1 Event Attendant	\$2,000.00 rental fee + 150.00 event attendant	\$2,150.00 total
Sunday Rental- 6 Hour Block of Time + 1 Event Attendant	\$1,000.00 rental fee Must be out by 9:00PM + 150.00 event attendant	\$1,150.00 total
Sunday Rental- 12 Hour Block of Time + 1 Event Attendant	\$2,000.00 rental fee + 150.00 event attendant	\$2,150.00 total

***All events must end at 11:00 PM with premises vacated by midnight.**

***1 Event attendant will be on site (required).**

*** Wedding REHEARSALS - \$200/ 2 Hours:** There will be a \$200/ hour rental charge for use of the building for all wedding rehearsals. It cannot exceed 2 hours and is not guaranteed to be available on the night before the wedding. All rehearsal dates and times can only be confirmed 30 days prior to your wedding date.

A contract and deposit is required to reserve your date.

- Tables and chairs will be setup according to the signed and submitted layout.
- There is a mandatory meeting with layout manager 2 weeks or more prior to event, any changes made to layout week of event will cause a \$100 deduction from security deposit.
- Clients must follow all guidelines and rules for the center.
- An appointment is necessary to tour the facility, complete a contract or to make a payment.
- Facility guidelines must be signed at the same time of contract signing. Failure to follow guidelines will result in additional fees.

Merle Manders Amenities



Price Includes:

Tables and chairs.

Inventory:

(25) - 72' round tables

(5) - 6-foot rectangle tables

(1) - 48' round table

(1) - 60' round table

(5) Trash cans with 12 trash bags

Use of the bride's room, which has full length mirror, hooks for hanging dresses and seating.

Additional tables, equipment and service are available at the rate listed below.

Additional Amenities:

Tables (any size including 72' round, 60' round, 48' round, 6-foot rectangle, high tops)	\$5.00 each
Dance Floor	\$300.00
Stage Panels (3- 6x8 feet panels available)	\$50.00 each panel
Podium	\$50.00
LCD Projector	\$250.00
Large Projection Screen	\$100.00
Portable Projection Screen	\$40.00
Kitchen- Using a preferred/registered caterer	Included
Kitchen- Bringing in an outside caterer/Someone not on our registered list	\$500.00
Additional hours	\$200.00/ hour

Major cleaning:

Client is responsible for clearing tables, taking out trash, making sure that floor is free of excessive debris, wiping down tables and removing personal items. When kitchen is rented and in use, full cleaning at the end of your event is required.

20 % Discounts available:

All nonprofits with a 501C3, city residents and businesses, City of Stockbridge HOAs, City of Stockbridge (City Hall) employees, Consecutive rentals of 3 or more (NOT including Saturdays/ Sundays without special permission)

To schedule a tour or for questions, please email: events@cityofstockbridge-ga.gov or call 770.389.5982

Day Room Rates

Meeting Rooms include desks and chairs arranged classroom or banquet style.

*Security Deposit for meeting room is \$200.00 and is **NOT** applied towards final invoice. If alcohol **will** be served, the security deposit is \$300.00 + \$50 non-refundable alcohol permit fee.

Meeting Room	Number of Attendees	Setup style & inventory	Half Day Rate (8am-12pm) (12pm-4pm)	Full Day Rate (8am-5pm)
Meeting Room 1	20 or less	Classroom or banquet style. Chairs, table, counters, and sink provided. 1 event attendant.	\$300.00	\$400.00
Meeting Room 1 &2 Combined or 3	40 or less	Classroom or banquet style. Chairs, table, counter, and sink provided. 1 event attendant.	\$400.00	\$500.00
Meeting Room 4	50 or less	Classroom style. This room has a whiteboard. 1 event attendant.	\$450.00	\$550.00
Meeting Room 1,2, 3 (combo room; can be split into 3 smaller rooms)	80 or less	Classroom or banquet style. Chairs, table, counters, & sink provided. 1 event attendant.	\$500.00	\$600.00
Training Room	20 or less	Classroom or banquet style. Chairs, table, counters, & sink provided. 1 event attendant.	\$350.00	\$450.00

General Information:

- Tables and chairs will be setup according to the signed and submitted layout.
- Changes needed to the layout must be agreed upon in writing 10 business days prior to your event.
- Additional hours are available at \$50.00 per hour and must be requested 48 hours in advance.
- Event attendant is responsible for unlocking and securely locking the building.

Weekend & Evening Rates

Friday, Saturday, & Sunday

Lower level rooms include classroom or banquet style setup, round tables, chairs, set-up and break down service.

Security Deposit for room is \$200.00 and is **NOT** applied toward final invoice. If **alcohol will** be served, security deposit is \$300.00 + \$50 non-refundable alcohol permit fee.

Room	Number of Attendees	Setup style & inventory	Business Meetings ONLY – 4 Hr. Rental (8am-12pm) (12pm-4pm)	8 Hour Rental
Meeting Room 1	20 or less	Up to 2 round tables, 20 chairs, counters, & sink provided. 1 event attendant.	\$400.00	\$500.00
Meeting Room 1 & 2 combined or 3	40 or less	Up to 4 round tables, 40 chairs, counters, & sink provided. 1 event attendant.	\$500.00	\$600.00
Meeting Room 4	50 or less	Up to 5 round tables and 50 chairs. This room has a whiteboard.	\$550.00	\$650.00
Meeting Room 1, 2 & 3 (combo room)	80 or less	Up to 10 round tables, 100 chairs, counters, & sink provided. 1 event attendant.	\$600.00	\$700.00
Training Room	20 or less	Up to 4 round tables, 30 chairs, counters, & sink provided. 1 event attendant.	\$450.00	\$550.00

Additional Amenities

Rental Items / Services Overview:	Cost
Additional tables	\$5 each table
Additional hours for Meeting Rooms	\$50 an hour on weekdays/ \$100 on weekends
PA system with choice of microphone	\$100
Portable projection screen	\$40
LCD projector	\$250

20 % Discounts available for:

All nonprofits with a 501C3, city residents and businesses, City of Stockbridge HOAs, City of Stockbridge (City Hall) employees, Consecutive rentals of 3 or more (NOT including Saturdays/ Sundays without special permission)

Cancellation & Rescheduling

The Tenant must notify the City of Stockbridge in writing if it becomes necessary to cancel or reschedule the reservation.

There are two separate fee components to the rental of a City of Stockbridge meeting space: (a) the Security Deposit and (b) the Rental fee. The cancellation and rescheduling policy for each fee component is addressed below.

Cancellation & Security Deposit

- If the Tenant cancels 180 days (6 months) out, a \$150 cancellation fee will be deducted and withheld from the security deposit. If Tenant has paid any money towards the rental amount they will receive all monies back.
- If Tenant cancels 90 days (3 months) out, 50% of the security deposit will be deducted and withheld by the City of Stockbridge and any money towards the rental will be refunded.
- If Tenant cancels 30 days out, the security deposit is forfeited and any monies paid towards the rental is forfeited. If the Tenant has not paid the full rental amount or balance of full rental amount 30 days out and cancels, the Tenant will still owe the full contracted rental amount to the City of Stockbridge.

Rescheduling & Security Deposit:

- If a Tenant reschedules 90 days or more prior to event, a \$75 rescheduling fee will be deducted and withheld by the City of Stockbridge from the security deposit.
- If Tenant reschedules 89-60 days out prior to event, a \$150 rescheduling fee will be deducted and withheld by the City of Stockbridge from the security deposit.
- If Tenant reschedules less than 60 days out prior to event, a \$200 rescheduling fee will be deducted and withheld by the City of Stockbridge from the security deposit.
- Tenant may reschedule only one-time within a 12-month period from the original contracted date.
- Contracted rental fees will still apply. If Tenant has rescheduled Tenant will only receive balance of security deposit withheld if applicable.

To schedule a tour or for questions, please email: events@cityofstockbridge-ga.gov or call 770.389.5982

Things to Remember at Merle Manders Conference Center

We want your event to be as successful as possible! This comprehensive policy sheet is meant for your protection and to ensure that you are aware of the abilities and liabilities of MMCC for the purpose of all event pre-planning.

You must follow these policies and procedures in order to receive your deposit refund.

1. Reservations are issued to the first party to complete a contract and all required steps to guarantee their reservation. If your contract is not in place and the appropriate deposit is not made on a specific date, then your date is still available and may be rented to another party.
2. Your rental time **MUST** include your setup and clean-up (This means the time that you need for your event contractors to setup and breakdown their area, remove all personal items, etc.) If you go over your contracted rental time, you will be responsible for additional fees.
3. **MMCC staff will be on-site at your event.** Access to the center is only allowed during your contracted hours. Failure to exit the center at the end of your contracted end time will result in additional fees.
4. MMCC will provide set-up and breakdown of ***our*** items as agreed upon and initialed on the layout diagram or for the specific room(s) rented. Set-up changes **WILL NOT** be available on the day of your event. If additional tables are needed, additional fees will be applied. All additional table request must be requested during your final appointment. If requested after this time, your request may not be granted.
5. Caterers **MUST** inform you of the number and arrangement of tables that are needed for the food and drink. These tables will be included in your rented inventory. The center is not responsible for adding tables that are not on the layout.
6. The \$850.00 security deposit is required if you are serving alcohol at your event. To ensure this policy requirement, your event may be monitored by security cameras.
7. We **DO NOT** allow cash bars and a bartender must be used when distributing alcohol. No alcohol is permitted outside of the building.
8. The center closes at midnight (if you have rented until midnight). Everyone must vacate at this time, **No exceptions.**
9. Due to the City of Stockbridge noise ordinance; all music, etc. must be completed by **11:00 p.m.**
10. All special rental items (dance floor, PA, MIC, stage, etc.) must be requested and paid for in full before the event. These items cannot be moved or altered once set-up is complete.
11. There will be a **\$200** charge for use of the building for a wedding rehearsal. It **CANNOT** exceed 2 hours and is not guaranteed to be available on the night before the wedding.
12. **NO SMOKING** is allowed inside the building, either levels, at any time.
13. Linens are **NOT** included in your rental and must be rented from an outside vendor.
14. Rice, birdseed, confetti, and fireworks are **NOT** allowed inside or outside the center.
15. No skates, rollerblades, or other wheeled objects are allowed inside the building or on the premises. Exceptions are made for wheelchairs and strollers.
16. All decorations/equipment must be removed at the end of each event. Any items left for more than 24 hours without a phone call or prior approval will be thrown away or become property of MMC.
17. The center must be cleaned according to the cleaning checklist and left exactly the way indicated on checklist. No cleaning supplies are provided.
18. ALL center pieces and trash **MUST** be removed from tables and all other used areas of the center at the end of every event.
19. Failure to assign someone to this duty will result in an additional charge of **\$10** per table, in addition to forfeit of your deposit. This also applies to any trash, etc. left outside of the center or other areas of the center.
20. All trash must be placed in the trash area outside of the kitchen. Trash cans must be placed inside the kitchen.
21. Please do not throw food or wedding cake at your event. Doing this may result in undue property wear and tear, thus leading to the loss of your deposit.
22. No open candles allowed in the center. Candles **MUST** be domed or contained at all times. Please check with staff concerning centerpieces or decorations that will include candles.
23. The room(s) will be set-up according to the agreed upon layout. Changes that are needed **MUST** be requested **48 hours** prior to event date and may have associated fees.
24. All furniture in lobby, hallways, brides' room and through-out MMC **MUST** remain in their designated area, and assigned rooms. **DO NOT ALTER OR MOVE.**
25. No outside equipment, furnishings, or similar items are allowed in the building or on the premises without written permission from the center.
26. No structures of any kind are allowed in parking lot or grass area of center.
27. No grills are permitted on the premises, either level, at any time.
28. **No banners** are allowed inside or outside of center without prior approval.
29. Advertisements or public announcements identifying the Merle Manders Conference Center (other than wedding invitations) should not be distributed without **written approval** from MMCC.
30. Decorations **may not** be attached in any way to surface or walls of the facility. No nails, tacks, staples, tape, or other items should be used to hang objects anywhere in the building or on the premises. **You will lose your deposit and accrue additional fees if you do not follow this rule.**
31. No items should be hung from wall sconces or chandeliers.
32. Proper etiquette is expected in common areas, including lobbies, restrooms, hallways, etc. that may or may not be shared by those renting the building at the same time.
33. Children **MUST** be supervised at all times and should not be allowed to be in any room other than the one where your event is being held. No running is allowed in the center
34. No change out / switch outs of your approved set-up is permitted (i.e. changing/flipping from ceremony to reception, banquet set-up).
35. No fog machines are allowed.
36. **If there are any theft, damages or vandalism you will lose your deposit.**

Left Blank Intentionally

Ted Strickland Community Center

137 MLK Heritage Trail.
Stockbridge, GA 30281



The Community Center can hold up to 80 guests seated.

The Center comes equipped with:

- (10) 60" round tables
- (5) 6 feet rectangle tables
- 80 chairs
- Standard kitchen with stove, oven, microwave, refrigerator, ice maker, & warmers.
- Restrooms
- **An event attendant will be around the premises during event hours and can be reached at a designated phone number.**

****Time blocks MUST include time needed for set-up AND breakdown.**

Day & Time	Rental Rate	Security Deposit	Security Deposit if serving alcohol
Monday-Thursday 7:00am- 11pm	\$450.00	\$100	\$200 + \$50 non-refundable alcohol permit.
Monday-Thursday: (7am-3pm) or (4pm-11pm)	\$250.00	\$100	\$200 + \$50 non-refundable alcohol permit.
Friday: 7am-11pm	\$550.00	\$200	\$300 + \$50 nonrefundable alcohol permit.
Friday: 7am – 3pm	\$350.00	\$100.00	\$200 + \$50 non-refundable alcohol permit.
Friday: 4pm-11pm	\$400.00	\$200.00	\$300 + \$50 non-refundable alcohol permit.
Saturday 7:00am-11:00pm	\$550.00	\$200	\$300 + \$50 non-refundable alcohol permit.
Sunday 1:00pm-9:00pm	\$450.00	\$200	\$300 + \$50 non-refundable alcohol permit.

****All events must end with premises vacated at 11:00pm.**

Additional hours: \$60 per hour, minimum 2 hours.

Community Center Operational Rules

We want your event to be as successful as possible!

This comprehensive policy sheet is meant for your protection and to ensure that you are aware of the abilities and liabilities of the center for the purpose of pre-planning and scheduling.

Please make sure that you read and follow the facility rules:

1. The Community Center reservations are issued to the first party to complete a contract, pay the rental amount and all required steps. If you have no contract and have not given a deposit on a specific date, then your date is still available and may be rented to another party.
2. The person who signs the contract must be present from the start time to the ending time of the event.
3. Your rental time **must** include your setup and cleanup (This means the time that you need for your event contractors to setup and breakdown their area, remove all personal items, etc.) If you go over your contracted rental time, you will be responsible for additional fees.
4. Community Center must be cleaned and arranged back to the standard setup.
5. Alcohol is **ONLY** permitted inside the Community Center IF a separate security deposit has been given.
6. No sale of alcohol is permitted.
7. The community center closes at 11:00pm. No exceptions will be made.
8. Due to city noise ordinance, all music, etc must be completed by 11:00pm.
9. **No smoking** is allowed inside the building.
10. Rice, birdseed, confetti and fireworks are not allowed inside or outside the center.
11. No skates, rollerblades, or other wheeled objects are allowed inside the building or on the premises. Exceptions are only made for wheelchairs and strollers.
12. All decorations/equipment must be removed at the end of any event. Any items left for more than 24 hours without a phone call or prior approval will be thrown away or become property of COS.
13. Only flameless/battery operated candles are permitted.
14. No furniture or equipment is to be removed without prior approval. Room must be arranged back to the standard setup before leaving.
15. No structures of any kind are allowed in parking lot or outside the center without prior written approval.
16. No grills are permitted outside.
17. Decorations may not be attached in any way to surface, walls or ceiling of the facility. No nails, tacks, staples, tape, or other items should be used to hang objects anywhere in the building or on the premises. You will lose your deposit if you do not follow this rule.
18. Children are expected to be supervised at all times and should not be allowed to run or be in any room other than the one where your event is being held.
19. Your event could be monitored via internet at all times. If staff sees that any of the rules are not being followed, deposit will not be refunded and/or additional charges will be invoiced.

To schedule a tour or for questions, please email events@cityofstockbridge-ga.gov or call 770.389.5982