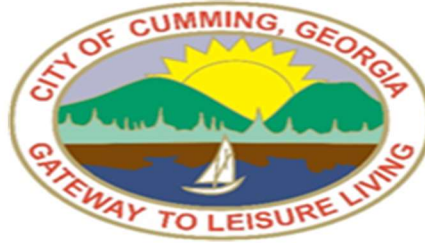


## **CUMMING EVENT CENTER**



*A Division of the Cumming Recreation and Parks Department*

### **Rules and Regulations for Use of the Cumming Event Center**

**Hours of Availability:** Monday – Thursday 7am – 9pm  
Friday – 7am to 5pm – (5pm to 9pm Friday's will include a \$32 per hour weekend fee rate)  
Saturday: 7:00 am – 10:00 pm (\$32 per hour weekend fee applies).  
Sunday: 1:00 pm – 9:00 pm (\$32 per weekend fee applies).

- Rentals not available months of June – July or any official holiday.
- The Cumming Recreation and Parks Department's programs and special events have priority use of facilities.

#### **Rental Fees / Reservation Process:**

- Meeting Rooms are available in 2-hour blocks for 1- and 2-room reservations; 3- and 4-room reservations are available in half-day (4 hours) and full-day (8 hours) blocks only.
- Meeting Rooms can be opened up to provide one 70' x 70' room or divided by partitions into different size rooms

**Rental Rates: 1 Room** – Room Size (35' x 35' - 1225 ft<sup>2</sup>) will hold 1-40. 40 people maximum. **Weekend Rate of \$32 per hour.**

	<b><u>Room Only</u></b>	<b><u>Room with Food</u></b>
2 hours:	\$140	\$170
4 hours:	\$245	\$295
6 hours:	\$315	\$380
8 hours:	\$385	\$465

**Rental Rates: 2 Rooms** – Room Size (35' x 70' – 2450 ft<sup>2</sup>) will hold 41 to 80 people. 80 people maximum. Weekend Rate of \$40 per hour. **Weekend Rate of \$32 per hour.**

2 hours:	\$245	\$295
4 hours:	\$350	\$420
6 hours:	\$455	\$550
8 hours:	\$560	\$675

**Rental Rates: 3 Rooms** – Room Size (35' x 70' + 35' – 3675 ft<sup>2</sup>) will hold 81 to 120 people. 120 people maximum. **Weekend Rate of \$32 per hour.**

4 hours:	\$490	\$590
8 hours:	\$840	\$1010

**Rental Rates: 4 Rooms** - (70' x 70' – 4900 ft<sup>2</sup>) will hold 121 to 180 people. 180 people maximum. **Weekend Rate of \$32 per hour.**

4 hours:	\$700	\$840
8 hours:	\$1,120	\$1,445

**Rental Fees / Reservation Process (continued):**

Rental rates are available in three tiers:

Tier 1 - Room Only:	Specified space is rented without the serving of food or the selling of goods, services or admission tickets during the event.
Tier 2 – Room with Food	Specified space is rented allowing the serving of food (meals and/or appetizers) but without the selling of goods, services or admission tickets during the event.
Tier 3: Percent of Sales	Specified space is rented for an event which will allow the selling of goods, services or admission tickets, with or without the serving of food. This tier the renter will pay an additional fee of 20% of gross sales (on top of the flat fee cost of the room) from services offered or admissions taken. A report of attendance is required to show how many people were charged a monetary fee for said good or service. If this is a trade show type event with booths with vendors selling goods or services then each booth pays a \$125 fee to the Cumming Event Center.

Audio / Visual Equipment is available upon request; charge is \$100. No on-site technical support will be available during non-business hours. All technology should be tested for compatibility prior to the day of the event. Failure to test equipment before the event and the consequential nonuse of the Audio/Visual equipment will not be refunded. Renter can use Cumming Event Center equipment if computer for equipment is needed.

A security deposit of 50% of the total rental cost is required to book the reservation; the deposit will be refunded once the facility has been inspected and the exit check list has been reviewed. The security deposit is **NOT** applied to the reservation fee. **Reservation fee in full must be paid in full 2 weeks prior to event.** Any cancellation within two weeks prior to the event will result in a forfeiture of the deposit, but rental fee will be refunded. All refunds will be in the form a check or credited back to the credit card used for the transaction. (Please allow 7 to 10 working days for refund of deposit to be processed). Any payment method may be used such as a check, cash, or credit card.

No reservations will be taken over the telephone (documents must be signed) and all fees must be paid before any reservation is finalized. All rentals must be made in person at the Cumming Recreation Department's offices at 437 Pilgrim Mill Road during normal business hours (Monday – Friday, 8:30 am – 4:30 pm). The person completing the rental contract must be at least 21 years of age and must be present during the event.

Reservations are not taken more than 12 months in advance or less than one month prior to event. Reservations requested within one month of the event date will be handled on a case-by-case basis and will be dependent on staff availability. Reservations for the Cumming Event Center (CEC) for a calendar year take place on January 2<sup>nd</sup> of said new year along with the security deposit to hold a date within that year.

Due to the maintenance costs and the fact that prices are already at a discounted prices, the Cumming Event Center will not be waiving or discounting fees for any reason.

### **Rules, Regulations & Guidelines:**

The Cumming Event Center will be responsible for set-up and take-down of tables and chairs. A room setup diagram should be submitted at the time of the reservation (2 weeks before day of event). Access to the premises is limited to the start and end times listed on the Use Agreement; any time needed to prepare and decorate space as well as cleanup time must be accomplished during this time. Please refer to the Decorations Guidelines for a list of allowed and prohibited items and be sure all persons with setup and decorations are aware of rules and restrictions. The rental party is responsible for all clean-up inside and outside of the Event Center facility. Cleanup should include removal of all decorations; removal of all garbage to outside dumpster receptacle; damp wiping all tables and countertops; and spot cleaning the carpet with provided vacuum cleaner. Should there be additional cleanup remaining after the rental group vacates the property, or any damage to facilities and/or equipment, party will forfeit its security deposit and could be denied the opportunity of any future reservations.

The total number of people using the rented space shall not exceed the capacity listed for each room. **If use of the CEC exceeds the agreed upon time stated in the reservation, renter shall forfeit the security deposit, the abrupt conclusion of the ongoing event will take place, and the renter can be denied of any future reservations.** The lobby area may not be used to compensate for inadequate booked space. Children must be monitored and supervised by adults at all times; the lobby or other rooms in the facility should not serve as a “play area” for children. Lobby furniture should not be moved by anyone other than CEC staff, and should not be played on or with. Food is not allowed in lobby area. The applicant must provide adequate supervision during the event and is responsible for the behavior of all guests. Youth groups, or rentals on behalf of youths, must have a minimum ratio of 1:10 adults to youths. A guest will be asked to leave the premises if they are not abiding by the rules and regulations of the CEC or conducting themselves in a manner that is inappropriate. Noise levels must be kept to an acceptable limit that cannot be heard outside the event area or within the main office of the Cumming Recreation and Parks Department. Failure to comply with any of these guidelines above can result in the immediate cancellation of an event (even if it is presently ongoing), loss of deposit if damage to facility or furniture occurs, and the denial of rental privileges in the future.

Applicant must advise the Cumming Event Center if a caterer will be used. Rental parties are responsible for the caterer’s time in the facility and use of equipment. While self-catering is permitted, only catering services with a food-handlers permit will be approved. Food should be delivered to the premises fully cooked and prepared to serve; the catering kitchen may not be used for cooking. Items such as roasters, ovens, microwaves, grills, smokers, or other appliances for cooking / warming are not provided and are not permitted indoors or outdoors on the facilities grounds. Plastic containers to hold ice and keep beverages cold shall be leak proof and contain no more than 5 gallons of liquid.

Tablecloths, china and tableware are not available through the Cumming Event Center.

No alcohol (unless the appropriate approved application and all guidelines are met to serve alcohol are approved by CEC Administrator – see Cumming Event Center Alcohol Service and Consumption Guidelines) or illicit drugs are allowed on City of Cumming property; smoking is not allowed in any City of Cumming facility. Violation of these prohibitions will result in the immediate cancellation of the reservation, the abrupt conclusion

of the current ongoing event, and the denial of any future reservation requests. Criminal charges could also follow.

If additional equipment is being rented from an outside company for said event, it is the responsibility of the renter to make arrangements to meet the rental company at the facility to accept the deliveries. CEC staff cannot and will not sign for rental items and are not responsible for them while they are on the premises. Arrangements must also be made by the renting party to have all decorations and rental equipment picked up and removed from the facility during the reservation time. Failure to do so will result in loss of security deposit. The renter is responsible for any damaged caused by the rental company if any damage occurs. Due to limited parking spaces, the rental or use of food trucks, game trailers, bounce houses, or use of the parking lot other than Event parking is prohibited.

The Cumming Event Center renters may charge a registration fee, admission fee, or entrance fee and/or sell goods inside the CEC but 20% of all gross profits will be paid to the Cumming Event Center. If the renter is holding a trade event with booths for sale or advertising a good or service then the Cumming Event Center will require a fee of \$125 per person/booth that is in attendance. The renter will need to have proof of all sales or any fees taken from event goers. The event fee and security deposit will still be required of said renter of the CEC.

Facilities will not be rented to any party for more than 2 consecutive weeks.

The Cumming Event Center reserves the right to refuse rental of or use of facilities to groups or individuals who have previously used the facilities and left them in poor conditions or violated terms of the Rules and Regulations. The Cumming Event Center also has the right to stop or cancel an event that was set up on false pretenses or fabrication of event size and type of event. If this occurs, the rental fee will be kept by the Event Center and the deposit will be refunded.

The Cumming Event Center has the sole right to refuse any individual or group rental of the facility if so deemed. All monetary transactions that has occurred will be returned to renter.

## **Cumming Event Center Facility Rental Decoration Guidelines**

All decorations must be approved in advance of the event. Applicant must submit a decorating plan for pre-approval, and should do so before purchasing or renting any decorations. **Failure to comply with said guidelines will result in loss of security deposit and could result in extra cost to cover damage of the facility. The Cumming Event Center will invoice the renter any cost of damages that exceed the security deposit.**

### **Tables and Chairs**

- Rectangle Tables (Plastic – White) are: 6 feet long / 30" wide x 72" long; and Seat 6 to a table.
- Round Tables (Plastic – White) are: 60" in diameter and 29" height; and Seat 6 to a table.
  - Padded Folding Chairs (black): 29.5"H x 18 ¼" W x 20 ¼"D

### **Considerations for the approval of decorations:**

#### **Safety:**

- Decorations must be safe and not present a safety hazard. This includes, but is not limited to, blocking of doorways, hallways or exits, creating a potential fire hazard, emitting smoke or chemicals which may be harmful to occupants, set off smoke or fire alarms, or the use of substances that present a slip hazard.
- Temporary structures must not potentially cause injury to guests or Event Center property or equipment. Permissible temporary structures are to be made of lightweight materials or be constructed in such a manner to eliminate risk of injury or damage.
- Temporary stages are not permitted unless specifically approved. Platforms which are at or slightly above ground level may be allowed upon approval of the Event Center.

#### **Cleanup:**

- Decorations which are difficult or costly to clean up (such as glitter, confetti, writing or markings on floors or walls) are not permitted.

#### **Damage:**

- Decorations which may damage the premises are prohibited. **Nothing is to be hung on the walls.** This includes tacks and screws affixed to walls or floors, use of tape to secure decorations to walls or ceilings, leaning objects against facility walls, placing or sliding heavy objects across the floors or the use of pools or fountains which have the potential to leak water or other liquid.
- Spills and stains on the tables or carpet which require special cleaning to remove will result in the forfeiture of all or part of the security deposit.

#### **Decorations Permitted:**

- Ribbons, flowers, vases, scattered flower blooms, crepe paper, fabric (such as tulle, etc.), blue painters tape (not for use on walls), paper, cardboard, foam board, approved decorative lights, string, fishing line, balloons.

- Decorations are to be placed no higher than may be reached by use of a 6' step ladder. Standing on tables, chairs or other objects to place decorations is not allowed. No decorations may be hung from ceiling or light fixtures.
- Please consult Cumming Event personnel if you have any questions regarding decorations.

**Materials, Items and Equipment Specifically Prohibited:**

- Rice, birdseed, soap bubbles, slippery substances, glitter or any items/decorations with glitter applied, silly string, candles, glues, tacks, nails, screws, adhesive foam tape, tiki torches, fog machines, dry ice or other smoke-emitting devices, pyrotechnics.
- Propane tanks and other portable, flammable gases or materials are not permitted in the Building.
- Fountains, pools, animals, inflatable bouncing houses or trampolines are not permitted.

**Cumming Event Center**



**Facility Rental Application**

Date of Event: \_\_\_\_\_ Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Type of Event (Birthday, Meeting, Banquet, etc): \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of People Attending Event: \_\_\_\_\_

Will Event Be Catered: \_\_\_\_\_ Caterer: \_\_\_\_\_

Caterer's Food Handling Permit #: \_\_\_\_\_

Will Event Be Serving Alcohol: \_\_\_\_\_

How did you hear about the Cumming Event Center: \_\_\_\_\_

How many chairs are needed? \_\_\_\_\_

How Many Tables are needed: Round? \_\_\_\_\_ Rectangle (6ft) \_\_\_\_\_

**Continued on Back**

What Type of Set Up is Requested and How Do You Want it Setup?:

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**Cumming Event Center  
Facility Rental Application (Continued)**

**Please List Any Special Instructions for Event or Set Up**

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**(For Cumming Event Center Use Only)**

Name of Rental: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

**Rental Fee:** Date Paid \_\_\_\_\_

Credit\$: \_\_\_\_\_ Cash\$: \_\_\_\_\_ Check\$: \_\_\_\_\_ CK# \_\_\_\_\_

**Deposit:** Date Paid \_\_\_\_\_

Credit\$ \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ CK# \_\_\_\_\_



**Cumming Event Center**



**Facility Use Agreement**

This agreement, made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between  
The Cumming Event Center and (renter) \_\_\_\_\_

Facilities Rented Include (and Limited To): The Cumming Event Center  
\_\_\_\_\_

The hours of rental (including setup and cleanup time) are from:

\_\_\_\_\_ until \_\_\_\_\_ Date: \_\_\_\_\_

Renter shall pay the rental sum of \$ \_\_\_\_\_, with a deposit of \$ \_\_\_\_\_

Renter shall pay the deposit at the time of the reservation, and total rental fee no later than two weeks prior to reservation date. Cancellation of reservation more than 2 weeks prior to rental date will result in a refund of any fees paid. Cancellation of reservation for **any reason** less than 2 weeks prior to rental date will result in forfeiture of deposit.

Renter SHALL NOT have the right to assign this agreement to any other person or entity.

I understand that the rules and regulations attached to this agreement, as well as the Decoration Guidelines, shall be incorporated into and made a part of this agreement, and the renter agrees to abide by all conditions stated therein.

I understand that illegal drugs are prohibited at Cumming Recreation and Parks Department facilities and that use of alcohol without authorized permit is also prohibited. Smoking is not allowed inside any City of Cumming facility, and that violation of these restrictions by the

**Continued on Back**

**Facility Use Agreement - Continued**

renter or any guests during the time of rental will result in the immediate cancellation of the event, abrupt conclusion of ongoing event, and could result in the denial of future rentals. Criminal charges could also follow.

Renter shall, during the term of this agreement, fully protect, indemnify and hold the City of Cumming and the Cumming Recreation and Parks Department harmless from any and all claims, demands, actions, suits, judgements, liabilities, losses, costs and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner rowing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the event conducted on the premises or the use or occupancy of the premises by the Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct by the Renter, their employees, agents, licensees or invitees.

I, the undersigned, have read, understand, and agree to everything in this rental agreement policy.

Renter's Name (Print): \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cumming Event Center  
(Print Name): \_\_\_\_\_

Cumming Event Center  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Cumming Event Center**



### **Alcohol Service and Consumption Guidelines**

The service and consumption of alcoholic beverages is strictly regulated by law. All person coming into the facility at the Cumming Event Center must comply with these laws set forth. In order to ensure against violations of the law, the possession, service, and consumption of alcoholic beverages on City of Cumming property will be strictly regulated and subject to the City of Cumming's policy and procedures described below.

#### **EVENT SPONSOR REQUIRED**

Each event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be an individual who is at least 21 years of age, an organization, or an association.

#### **REQUIRED EVENT SUPERVISOR REQUIRED**

The sponsor must designate an individual who is at least 21 (a copy of Event Supervisor's license or Government issued ID will be required) years of age to assume responsibility on behalf of the sponsor for the direct supervision of the serving and consumption of alcoholic beverages throughout the event. The Event Supervisor (the individual chosen by the event's Sponsor) is responsible for ensuring compliance with the Cumming Event Center's guidelines on service and consumption of alcoholic beverages, and all pertinent state and local laws governing the possession and consumption of alcoholic beverages. The Event Supervisor is also responsible for executing and submitting to the Cumming Event Center a Request for Approval to Serve Alcohol and Cumming Event Center Service of Alcohol Agreement, on behalf of the Sponsor, at least 2 weeks prior to the event. Approval will be granted only if the Cumming Recreation and Parks Director (Cumming Recreation and Parks is a division of the Cumming Event Center) is satisfied that the requirements of this policy and the law have been met. The Sponsor is ultimately responsible for any failure of the designated Event Supervisor to ensure compliance with the Policy and Procedure for the use of alcoholic beverages or with the state and local laws and agrees to indemnify the City of Cumming, Cumming Recreation and Parks Department, or the Cumming Event Center for any losses resulting from noncompliance.

**PLACES WHERE ALCOHOL MAY BE SERVED**

Serving and consumption of alcoholic beverages on the Cumming Event Center or Cumming Recreation and Parks property is permitted only in the following place, all other areas not mentioned here forth are banned areas:

**Cumming Event Center Conferences Meeting Rooms – no matter the size or the setup of the said room.**

**SALE OF ALCOHOL PROHIBITED**

The sale of alcoholic beverages is prohibited at any even on the Cumming Event Center property. “Sale” means the transfer, trade, exchange, or barter, in any manner or by any mean, for consideration. The purchase of a ticket from an approved fundraising event where alcoholic beverages will be served is not considered the sale of alcohol. Donations may not be required or solicited on site in connection with the service of alcohol.

**SERVICE OF ALCOHOL**

Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 will be served alcoholic beverages. The City of Cumming nor the Cumming Event Center (or any division of these two entities) staff shall not be involved in serving alcoholic beverages. Discretion will be given to the Event Supervisor and trained personnel dispensing alcoholic beverages to refuse service to anyone who appears intoxicated, as well as Security and Cumming Event Center personal.

**FOOD AND NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE**

Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

**ATTENANCE LIMITED TO INVITES GUESTS**

Attendance at events at which alcoholic beverages are served is limited to persons specifically invited, or bearing a ticket if the event is a fundraiser. A CED rental with the service of alcohol cannot be open to the public.

**INOTXICATED PERSONS MAY NOT BE SERVED**

Intoxicated persons will not be served or permitted to consume alcoholic beverages on the premises

**TIME OF SERVICE LIMITED**

The hours during which alcoholic beverages may be served for any event will be limited to three hours. Furthermore, the serving of alcoholic beverages will be limited to Friday nights, Saturday, and Sunday and will not be permitted while Cumming Park and Recreation Programs are in progress at the facility.

## **SECURITY**

A POST Certified Security Officers is required where alcohol is being served. One officer will be required for events with up to 50 persons; two Officers will be required for events with 51-100 persons; an additional Officer will be required for every additional 100 persons. The Cumming Event Center will schedule and coordinate Security for events serving alcoholic beverages, and the Event Sponsor will be responsible for paying the Officers directly (at the rate of \$50 per hour, per officer with a four-hour minimum). Payments for Security must be paid prior to the beginning of the event.

Security will be required to be scheduled 30 minute prior to the start of the rental to 30 minutes after the event has concluded.

## **APPROVAL TO PROVIDE ALCOHOL AT EVENTS**

The City of Cumming will provide a pre-approved list of Approved Servers authorized to provide and serve alcohol at events at the Cumming Event Center ("Caterer").

- Caterer will possess a valid local government-issued alcohol pouring license.
- Caterer must provide a server or servers with valid pouring license.
- Alcoholic Beverage Licensees located within Forsyth County, Georgia, are allowed to apply to be approved for the serving of alcoholic beverages at the Cumming Event Center
- Sales of alcohol are not permitted.
- Caterer must provide and have on hand during event proof of current liquor liability insurance policy or other policy covering liability for service of alcoholic beverages.
- Caterer must provide servers with valid employee permits issued by a local government for the service of alcohol.

## **USE OF ALCOHOL**

- Only wine and malt beverages (i.e. beer) may be served at the Cumming Event Center facility.
- The use of alcoholic beverages on Cumming Event Center and on Cumming Recreation and Parks Department shall be in strict compliance with all federal, state, and local laws.
- The serving of alcoholic beverages shall be limited to those occasions which serve a business, economic development, civic, social or educational purpose.
- An Agreement shall be signed by any third-party organization designated to serve alcoholic beverages at and event, setting forth the requirements for the service of such alcoholic beverages.
- Alcoholic beverages shall not be sold. There shall be no exchange of money involved with the serving of alcohol and no cash bar.
- If the event is open to anyone under the age of 21 years, then a sign at the bar shall indicate that no alcoholic beverages may be served to anyone under 21 years of age.
- The time during which alcoholic beverages may be served shall be limited to a three hour span for any event.

- Anytime alcoholic beverages are served, non-alcoholic beverages must also be served. Also, appetizers should be provided, unless all guest will be having a meal immediately following the service of alcoholic beverages.
- Any violation of the Alcohol Guidelines will result in the forfeiture of the Security Deposit for the event, the immediate conclusion of the ongoing event, and the possibility of not using the Event Center in the future.

The Security Deposit will NOT be returned until all parties have been paid in full and it is the responsibility of the Event Supervisor to insure payment has been made to all parties in order to serve alcohol.

The Cumming Event Center or City of Cumming and its employees do not/will not take responsibility for interpreting state or local laws regarding alcohol.

The Sponsor and Event Supervisor agrees to indemnify and hold harmless the City of Cumming, the Cumming Recreation and Parks Department, and Cumming Event Center and all its employees for any and all losses, including legal fees, resulting from the use of alcoholic beverages at the sponsored event.

**Cumming Event Center**



**Request for Approval to Serve Alcoholic Beverages and Agreement**

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: Cell \_\_\_\_\_ Home/Work: \_\_\_\_\_

Designated Supervisor: \_\_\_\_\_

*(A copy of Driver's License or Government Issued ID with date of birth on it required)*

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

*The hours in which alcoholic beverages may be served shall be limited to three hours.*

Times Alcoholic Beverages Will Be Served During The Event:

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Has permission to use the Cumming Event Center Been Granted: YES \_\_\_\_\_ / NO \_\_\_\_\_

Will Any Person Under The Age of 21 Be Solicited or Invited to Attend? YES \_\_\_\_\_ / NO \_\_\_\_\_

**OVER – Continues on Back**

**Request for Approval to Serve Alcoholic Beverages and Agreement - Continued**

If the answer is yes, describe the precautions that will be taken to ensure that persons under 21 years of age are not served alcoholic beverages. Precautions must include a sign indicating that no alcoholic beverages will be served to anyone less than 21 years of age and that ID will be required.

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What type of alcoholic beverages will be served? \_\_\_\_\_

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**Cumming Event Center**



**Alcoholic Beverages Service and Consumption**  
**Terms and Conditions of Approval**

In consideration of approval to hold an event at the Cumming Event Center and to serve alcoholic beverages, I agree on behalf of the Sponsor to the following terms and conditions:

1. That the serving of alcoholic beverages at this event will be conducted as described in this Request for Approval and in compliance with the Cumming Event Center's (a division of the City of Cumming Recreation and Parks Department) Policy and Procedures for Serving and Consumption of Alcoholic Beverages, a copy of which is attached and made a part of this Agreement, and will be conducted in the compliance with state and local law.
2. That the Sponsor and Event Supervisor agrees to indemnify and hold harmless the City of Cumming, the Cumming Recreation and Parks Department, and Cumming Event Center and all its employees for any and all losses, including legal fees, resulting from the use of alcoholic beverages at the sponsored event.

Name of Event: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Supervisor (Printed Name): \_\_\_\_\_

Title/Capacity: \_\_\_\_\_

Supervisor (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

Witness (Printed Name): \_\_\_\_\_

Witness (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

**Back Page for Cumming Event Center Employee Use Only**

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**Cumming Event Center Office Use Only**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

The Cumming Event Center Director has review and approved the hours and service of alcohol for this event.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_