

**City of Concord**  
**R.F. Strickland Building**  
144 Main Street Concord · Georgia 30206  
Anita Neath, Deputy Clerk  
PO Box 175 · Concord GA 30206  
deputyclerk.concord@gmail.com · 678.544.3935

## FREQUENTLY ASKED QUESTIONS

### WHAT ARE RENTAL RATES AND TIMES?

Monday – Thursday \$ 500 per day  
Friday \$ 950 per day  
Saturday \$1,200 per day  
Sunday \$ 950 per day

Your rental ***begins*** at 8:00 a.m. and ***ends*** at 11:00 p.m.

### WHAT ARE THE TERMS FOR THE USE OF THE FACILITY?

One-half the total Rental Fee **plus** the Security Fee of \$250 is payable at the signing of the Contract. The balance of the Rental Fee is due two weeks before the event date.

**A separate check posted dated 2 weeks before the event for the Security Deposit held until final inspection.**

### IS THERE A RELEASE AGREEMENT?

A Release Agreement must be signed at time of Contract signing.

### DOES RENTAL INCLUDE CATERING?

The city of Concord does not provide catering service. If a professional caterer and/or florist are used for an event in the facility, the caterer and florist must acknowledge and agree to comply with the terms of the Release Agreement and the rules and regulations that apply to the use of the facility. If you are providing your own food, you must follow the same rules as if you were a caterer.

### CAN WE COOK IN THE KITCHEN?

All food must be prepared off-site. No cooking of food is permitted on-site except in cases approved by the CoC Board Member or Agent.

### WHAT IS INCLUDED IN THE RENTAL FEE?

Tables and chairs to seat up to 260 people are provided as a part of your rental fee. There are (28ea) 5' round tables, (5ea) 6' rectangular tables, (5ea) 8' rectangular tables and (260ea) folding chairs.

The renter or caterer must provide all supplies, including tablecloths, glasses, silverware, china, paper towels, dish washing supplies, trash bags, etc. All rented equipment must be removed at the end of your rental period.

### **IS ALCOHOL ALLOWED IN THE FACILITY?**

Alcoholic beverages may be served at the renter's event at the Facility subject to requirements and conditions stated in the contract. The sale of alcoholic beverages is strictly *prohibited*.

### **CAN WE HAVE A BAND?**

We strive to be "good neighbors" to surrounding residents of **The R.F. Strickland Building**. With this in mind, we ask that renters be judicious about the volume of recorded or live music at their events. Live and recorded music that is set-up and/or broadcast **outside must end at 11 PM**. Car and truck stereo music that can be heard outside of the car or truck must be turned off when parked on the property. Music that is played inside the facility is permitted throughout the event.

### **SPEAKING OF NOISE!**

There are to be absolutely no fireworks or other loud noisemakers used within or around the facility.

### **CAN WE DECORATE?**

Absolutely. However, there is to be absolutely nothing hung, taped, tacked, stapled, nailed or otherwise affixed to any wall, floor, picture, window, or ceiling of the facility without express permission of the CoC or its Agent.

No open flame candles are allowed on the premises. Candles used for decorations must be contained in hurricane type globes, dripless type candles or votives.

The R.F. Strickland Building is a NO SMOKING facility. No smoking is allowed in the facility or in the Annex. If smokers will attend your event, please designate an outside area away from the building and Annex, provide a container with sand for them to distinguish and deposit their cigarette/cigar butts and remove them from the area when you depart.

### **WHAT IF WE HAVE TO CANCEL OUR EVENT?**

You forfeit the rental deposit.

**FOR MORE INFORMATION, PLEASE CONTACT US AT  
[DEPUTYCLERK.CONCORD@GMAIL.COM](mailto:DEPUTYCLERK.CONCORD@GMAIL.COM) OR 678-544-3935**