



DUBLIN CARNEGIE

LEASE RULES AND REGULATIONS

GENERAL INFORMATION

DDA Contact:
Dublin Downtown Development Authority
Office: (478) 272-2560
Email: nichole@dublinmainstreet.com

About Dublin Carnegie

The 1904 Dublin Carnegie served as Laurens County's public library for many years before being saved from demolition by the Laurens County Historical Society. In the 1970's it was transformed into the Laurens County Museum and remained as such until 2012.

Freshly renovated, the Dublin Carnegie boasts ample amounts of natural light, original heart pine floors, and iconic architectural features. As a gallery and event venue, the Dublin Carnegie highlights the soul of your special occasion, capturing the joy of each moment. The surrounding green space, Bicentennial Plaza, and Theatre Dublin create a lasting impact.

The Dublin Carnegie is 3,000 square feet of special event space with ample parking for up to 60 guests. It contains restroom facilities and is steps from lodging, shopping, dining, and recreational attractions.

RULES, REGULATIONS, REQUIREMENTS

1. The DDA agrees to furnish general lighting, water, and central heat and air conditioning from the permanent fixtures, outlets, and equipment at the Dublin Carnegie. Circumstances beyond the control of the DDA shall not be considered a breach of this agreement and the user shall have the responsibility for furnishing any additional equipment and for removal of the same at the termination booking date.
2. The DDA will not be liable for the cancellation of any event due to acts of God, riots, strikes, labor difficulties or any other acts or occurrences including damage sustained from a previous event which is beyond reasonable control of the DDA.
3. User agrees to hold the DDA harmless for any personal injuries or property damage resulting from the conduct of any person/persons on the Dublin Carnegie property while the facility is leased in user name, and user **does** accept responsibility for any damages that occur during the time the facility is contracted or under lease.
4. User agrees to pay the DDA for all repairs resulting from damages while the facility is rented in user's name, unless the damages are not the result of renter or user or patron. User agrees that usage will not cause any damages to the facility and that no flammable or explosive shall be allowed in the facility. **Users agree that no stakes or posts shall be installed in asphalt, concrete, brick, or wood either inside or outside the facility. Users agree that no nail or tack will be used either inside or outside the Dublin Carnegie property.** Prior to the event, the Director must approve any other form of adhesive or attachment that will be used.
5. The user acknowledges that the leased premises are suitable for needs and purposes. User has the right to inspect the leased premises prior to accepting possession thereof and prior to executing this contract. If a user wishes to inspect premises prior to reservation, arrangements must be made with the Operations Manager. Users also accept the same in its present condition as safe, sound, and suitable for its usage. User hereby releases the DDA from any loss or damage to property or injury to or death of any person that may be in attendance. User further agrees to hold the DDA harmless against any accounts of misuse of the premises by the user, its agents and employees.
6. In the event a user desires to have personal property insured against loss by fire or otherwise, he/she shall obtain such insurance at the user's expense. The DDA will not be responsible for

the protection of such property or items left on premises, against fire, theft, vandalism, accident, or other cause.

7. User agrees to pay a non refundable booking deposit of \$125 for the use of the Dublin Carnegie at time of booking. The deposit is credited to the balance, which will be due two (2) business days prior to the booked date.
8. LEASING HOURS are from 9:00 am - 10:30 pm. Access to the venue for vendors, event planners, and decor/set up, should be factored into the user's requested rental time. If additional time is needed for vendors and/or event planners, additional payment is required. Please discuss open and closing requirements with the Operations Manager. Every effort will be made to meet your requirements as long as these requirements do not fall outside the scope and boundary of the abilities and stated principles. Removal of equipment or supplies must be done in a timely manner or other charges might apply.
9. The leasing party will be prepared to take responsibility for the building at stated starting time of lease and remain responsible until the facility is vacated and **secured**. The Dublin Carnegie will not be opened without a responsible party being present at the stated time of opening the facility.
10. Users will leave the facility in the same or better condition than found. This includes removing all garbage and debris from the facility and placing it in a provided receptacle. No garbage is to be left inside the Dublin Carnegie, outside grounds, or parking lot. Failure to do so will result in the user being penalized and or denial of future use.
11. SECURITY- The user will agree to pay the going hourly rate for an off duty policeman if the DDA or City of Dublin deem an officer necessary. It would be the user's responsibility to make arrangements for an officer and make direct payment to this officer at time of service. The DDA will be glad to furnish the information to make these arrangements. User consents to allow security officers, DDA officers, or representatives to patrol the building, patrol parking lots, or inappropriate activities to the DDA, lessee, or city officials and to ensure that an immediate course of action will be made. This action can include cancellation of the event without recourse or by dialing 911. Unwanted or non-invited guests are not allowed and no one is allowed to sit in vehicles or visit their vehicles during any event.
12. ALCOHOL- Permission to serve alcoholic beverages must be obtained in advance from the DDA. (Please see Alcohol Policy.) All events serving alcoholic beverages must be by invitation only or private reception and cannot be open to the general public. It is the responsibility of the lessee to be aware of all laws and regulations regarding the serving of alcoholic beverages and to obey these laws and regulations. Infraction of the law or any disturbance related to alcohol can cause the event to be terminated without recourse. Only alcohol served by a legal licensed pourer or caterer is permitted. No open or closed containers of alcohol are to be carried from vehicles to the Dublin Carnegie by non-pourers.

13. WEAPONS/DRUGS- No person attending any function will be allowed to possess firearms, knives, explosives, or other weapons while on the Dublin Carnegie property. In addition, no one will be allowed to possess any drugs, drug paraphernalia, or any other materials in drug usage or manufacturing.
15. SMOKING- No smoking or tobacco products usage will be allowed in the Dublin Carnegie and an additional clean up fee might be assessed if labor is needed to pick up cigarette butts or clean up tobacco products on the grounds.
16. COOKING- Any cooking that will take place at Dublin Carnegie must be pre-approved by the Director. It is the responsibility of the lessee to clean all areas used while cooking or preparing food. No grills, smoke cookers, etc. allowed inside the Dublin Carnegie.
17. MISCELLANEOUS Events or circumstances not covered in these rules and regulations are subject to special consideration and stipulations as deemed appropriate by Management and Dublin Downtown Development Authority. Questions and clarifications should be directed to the Director.
18. ANNUAL EVENTS – Dublin Carnegie is reserved on a first come, first serve basis. DDA is not responsible for the rollover of annual events held at the Dublin Carnegie. It is the responsibility of the person/ organization responsible for the event to reserve the date(s) and follow the policies for facility rental.

Dublin Carnegie Venue Tables/Chairs

Five Foot Round Tables - Seven (7) Total
Six Foot Rectangular Tables - Seven (7) Total
Three Foot Cocktail Tables - One (1) Total
White Chairs – Seventy-Five (60)

Dublin Carnegie Rental Rates

Full Day (Up to 14 Hours) -
\$700
½ Day (Up to 7 Hours) - \$450

Required Booking Deposit -
\$125
(Nonrefundable)

Lessee Information

Lessee Name _____

Name of Organization (if applicable) _____

Address _____

Daytime Phone _____ Cell Phone _____

Email _____

Event Description _____

Event Date and Time _____

Carnegie Access Time _____

Rental Fees*Full Day (Up to 14 Hours) - \$700**½ Day (Up to 7 Hours) - \$450**Required Booking Deposit - \$125**(Nonrefundable)***Set Up for Event***Round Tables Needed (7 Total) - _____**Rectangular Tables Needed (7 Total) - _____**Cocktail Tables Needed (1 Total) - _____**Chairs Needed (60 Total) - _____***Total Due**

Deposit Paid _____

Balance Due _____ Due Date _____

By completing and signing this contract, I _____ acknowledge that I have received, read and understand the Lease Rules and Regulations for Dublin Carnegie, the Facility Use Agreement and all other documents given to me by DDA personnel in connection with my application to use the facility. I, the undersigned,

DUBLIN DOWNTOWN DEVELOPMENT AUTHORITY
314 ACADEMY AVENUE DUBLIN, GA 31021

(478) 272-2560

on behalf of the below-listed organization (if applicable) do hereby agree that I will abide by the policies governing the use of this facility and will be responsible for any damages to the facility and equipment caused by our occupancy of the premises.

Lessee Signature _____ Date _____

DDA Representative Signature _____ Date _____