



141 MAIN STREET
LAGRANGE, GA 30240
tel 706.298.4531
fax 706.298.4530
WWW.DELAVANTEVENTCENTER.COM



POLICIES AND PROCEDURES

HOLD POLICY

The date can be placed on a courtesy hold for 2 weeks. If another client wants to contract the venue on the same date, the first client will have 48 hours to request a contract and pay the deposit to reserve the date. Otherwise the hold will be forfeited and given to the second client.

CLEAN-UP/SET-UP

Clean up and set up times will be prearranged through Anna Knight, the event coordinator.

WEDDING REHEARSALS

A one hour rehearsal time is included in the wedding package which will take place the day before the wedding. Clients must be flexible if their wedding rehearsal falls on a day when another day is booked at Del'avant. We will schedule a time for rehearsal which works for both parties.

LOAD-IN/LOAD OUT (DELIVERIES)

If a client has a delivery service bringing or picking up items for their event, it must be done the day the facility is rented. If it must be delivered earlier or picked up at a later date, you must coordinate with Anna Knight. Del'avant is not held responsible if anything happens to the items.

CATERING

Rules and Regulations a caterer must follow:

- * Unloading and picking up items must be done between 8 am and 12 midnight on the day of the rented event. If it needs to be done earlier or later, you must coordinate with Anna Knight.
- * Caterers must leave the kitchen how it was when they arrived. They must sweep, clean counters, and mop if needed.

- * The oven is used for warming only. Cooking and frying is prohibited.
- * All trash must be taken to the dumpster located behind the elevator building on the top level of the parking garage.
- * Caterers are responsible for any illness or injury resulting from the preparation and serving of any food during the time the event is in progress.
- * Caterers are responsible for any and all injuries of their staff and employees before, during and after the event.
- * Smoking is not allowed inside the premises of the facility.

PARKING

Parking is allowed along the street, in the attached parking garage and in the parking lots downtown. The parking lots are all free of charge.

SITE VISTS

Site visits may be arranged during business hours. If a weekend is the only time you are available, please contact Anna Knight to schedule the time that works best for both of you.

SCHOOL FUNCTIONS

For school proms or other student organizations, there must be 1 chaperone for every 25 students attending. The chaperones must be teachers, parents or personnel from the school. Events must be school sanctioned.



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NON-PROFIT PRICING

Non-profit pricing for 501c(3) organizations will be half priced Sunday-Thursday. Friday and Saturday will be full price only.

HOLIDAYS

Del'avant will be closed on Christmas Eve, Christmas Day and Thanksgiving. There may be an extra fee added to your event if you choose to have your event on national holidays such as January 1 and July 4.

RENTAL FEE

The rental fee must be paid in full no later than 30 days prior to the rental date. Cash, check, and credit cards are accepted forms of payment. A handling fee of 3.5% will be applied to all credit card payments. A return check fee of \$25 shall be applied to all returned checks.

DEPOSIT

To secure your date, a signed contract and a 20% non-refundable deposit is required within 5 business days of receiving the contract.

DAMAGE DEPOSIT

A separate damage deposit of \$500 must be paid 30 business days prior to the event. The Renter will be notified that damage occurred within 72 hours following the event. Damages will include any unusual cleaning requirements or damage (i.e. removing stains on carpets, scratches or gouges to hard surfaces, wall or door damages, etc.). The \$500 deposit will be processed and refunded after the notification period has expired and no damages were found. In the event that the cost to repair damage exceeds the damage deposit, the Renter shall pay the difference to DLDA within 10 business days. The Renter will receive an invoice stating the total cost of repairs.

ROOM SET-UP

Rooms will be set up as previously arranged with the event coordinator. The Renter will coordinate a time with the event coordinator 2-4 weeks before the event to decide on the layout and discuss the details of the event. It is best if the renter plans a walk through either the day of the event or the day before to make sure everything is to their expectation. The rental fee includes one set up which is always complete before 8 a.m. on your rental date. If you wish to have tables and chairs removed and set up differently during your event, an additional fee will be added to your package.

CANCELLATIONS

All cancellations must be received in writing 90 days prior to your event. Refunds will only be given if the DLDA can rebook the space at your same rental rate.

CITY, COUNTY, AND FEDERAL LAWS (ALCOHOL POLICY)

The Renter agrees to comply with all applicable City, County, State, and Federal laws and should conduct no illegal act on the premises. This is a drug free facility at all times. **NO EXCEPTIONS.** The Renter may not serve alcohol to minors on the premises at any time. The Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. A special event liability insurance certificate of at least \$1,000,000 that names DLDA as an additional insured for the duration of the event if required for any event serving alcohol. This is due 2 weeks prior to the event and can be purchased from an insurance agency. **All events that have over 125 people and serve alcohol must have this insurance policy.** The DLDA reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Del'avant or the safety of its staff, guests, or building contents. The Renter shall fully indemnify and hold DLDA harmless from and against any and all claims, actions, damages, losses, costs, and expenses, including attorney's fees and court costs, made against or sustained by the DLDA as the result of the Renter's failure to comply with any or all governmental requirements.



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SMOKING

Smoking is allowed in designated areas only, which include on the rooftop garden and the outdoor plaza area. Smoking is never allowed inside the facility.

DECORATIONS, SIGNS, AND BANNERS

- * All decorations and signs must be freestanding and cannot be hung on the walls or from the outside of the building.
- * Nothing can be stapled, tacked, or taped to any surfaces.
- * Special requests must be presented to the Event Coordinator for approval and can be discussed case by case.
- * Flames must be contained. The flame must be below the top of the glass container. Unity candles during a wedding ceremony must have a protective floor covering underneath.
- * Pyrotechnics, confetti cannons or haze machines are not permitted. If you choose to use sparklers after your reception, please discuss the appropriate safety options when leaving.
- * Items cannot block any entry ways, paths, exits, stairwells, or hallways at any time.
- * All items must be removed from the premises immediately following the event, unless arranged with Event Coordinator.
- * Nothing may be hung from the chandeliers without pre-approval.
- * Balloons may not be tied to any furniture, walls, etc.
- * No confetti or glitter is allowed inside the facility.
- * Any thrown items (birdseed, rose petals, etc.) must be approved by the Event Coordinator to prevent the loss of the damage deposit.

ADVERTISING

All printed materials relating to the event (including invitations, newsletters, flyers, press releases, letters, etc.) are subject to approval by DLDA before printing. The Del'avant logo may not be used on any materials relating to a rental without approval. Be sure to put the address "141 Main Street" on your invitation for Del'avant.

SECURITY

Security will be required for any event with 125 people or more when serving alcohol or when it's a school function. Anna Knight will contact Lt. Kostial at the LaGrange Police Department at 706-883-2648 or mkostial@lagrange-ga.org to arrange an off duty police officer for your event. The price is \$25 per hour and the officer is expected to walk around the premises during the event and occasionally walk through the event to make sure there aren't any problems inside or outside the facility.

LEFT ITEMS

When renting Del'avant, you have the space from 8 am until midnight. If items are brought the day before or left after midnight, Del'avant is not responsible for anything stolen or damaged. All decorations such as vases, flowers, band items, etc. must be removed the night of the event. In such cases where the vendor can't come back until the following day, it must be arranged with Anna Knight.

EVENT CONTACT

If you are using Del'avant for a wedding or reception, please make sure there is an additional point of contact besides the bride or groom. When arriving at the facility, make sure that point of contact introduced themselves to either Anna Knight (Event Coordinator) or the Del'avant host to discuss specific details of the event.

MUSIC

All bands are required to have protective floor covering. If they do not have a stage, we can place carpet tiles on the floor so the equipment doesn't scratch the floors. Band and DJ music must stop at 11 p.m. but light music on our stereo can play until 12.

FURNITURE

Furniture should not be moved for any reason. If you have specific request for furniture arrangement, this will need to be discussed when meeting to discuss the layout.

For all other questions, please contact Event Coordinator Anna Knight at 706-298-4531.