ATHENS-CLARKE
HERITAGE
FOUNDATION

Thank you for your interest in using the Fire Hall Gallery, located on the 1st floor of Old Fire Hall No. 2 at 489 Prince Avenue. This historic Fire Hall is owned by Athens-Clarke County and leased by the Athens-Clarke Heritage Foundation. Please review the guidelines and responsibilities regarding use of the space. For more information, contact ACHF: 706-353-1801 or achf@bellsouth.net.

FIRE HALL GALLERY RENTAL FEES*:	**DAY**	**WEEK**
ACHF members	**$100.00**	**$350.00**
Non-ACHF members	**$175.00**	**$500.00**
501(c)(3) Non-profits: social events	**$125.00**	**$350.00**
501(c)(3) Non-profits: meetings/education programs**	**$ 75.00**	**$350.00**
Student organizations: meetings/education programs**	**$ 75.00**	**$350.00**

NOTES:
Non-profit rates also apply to government agencies and groups.
*** User's will be assessed an additional hourly fee of $15.00/hour (a minimum of $50) for the duration of the event to provide for a Fire Hall sitter, payable in cash at end of event.**
**** $75 rate is for a limited-time event only; fee for extended/day-long events will be $125.**

GUIDELINES & RESPONSIBILITIES:

- The acceptance of an event and/or its sponsor will be subject to the discretion of the Executive Director of the Athens-Clarke Heritage Foundation. Acceptable events are as follows: those that further the mission and vision of the Foundation, are temporary, and may include art, archeological and historical exhibits for the purpose of promoting and raising awareness of preservation and the arts. The space is also available for receptions and similar social functions as well as a meeting place for civic and community groups.
- All events must be concluded and the Fire Hall vacated by 12:00 midnight.
- Rental use of the Fire Hall Gallery is limited to events with a maximum of 50 people.
- Live music is not allowed without special permission.
- Red wine is not allowed without special permission; see contract for details.
- The upstairs office space is not available for use and should not be entered.
- The user is responsible for designating a contact person who will be present throughout the use of the space and is responsible for seeing that all clean-up [see **Instructions for Clean-up**] and other requirements are met.
- The licensee shall provide a $250.00 security deposit, which will be returned if all trash has been removed, there is no damage to the building or furnishings, the space is left as it was received, and the provided **Instructions for Clean-up** are followed.
- There is one stationary 8-foot table; there is one 8-foot folding table and six 6-foot folding tables. There are 50+ chairs available. Storage within the Fire Hall Gallery of these tables and chairs is the responsibility of the user, if they will not be used during the event. All other supplies (linens, additional seating, cleaning supplies, etc.) are the responsibility of the user.
- A portion of the revenue from the use of the Fire Hall Gallery is used to maintain, preserve and renovate the building.

Licensee sign and date acknowledging you have read and agreed to these Guidelines & Responsibilities and Clean-up Instructions: Print Name: _____
Sign and Date: _____