

Effective July 1, 2016- June 30, 2017

Smyrna Community Center

Wedding Packages

City of Smyrna
Resident

Non-Resident

Damage Deposit

100 guest	Wedding Gazebo	4 hrs	\$200	\$275	N/A
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64 guest	Community Room	8 hrs	\$400	\$550	\$200
	Kitchen	12 hrs	\$475	\$625	

130 guest	Banquet Hall	8 hrs	\$800	\$1,000	\$200
	Kitchen	12 hrs	\$950	\$1,150	

Banquet Hall Community Room Kitchen	8 hrs	\$1,000	\$1,200	\$200
	12 hrs	\$1,200	\$1,400	

After Hours (Fri & Sat only)	10p-midnight	\$70 per hour	\$70 per hour
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Location
770-431-2842
200 Village Green Circle
Smyrna, GA 30080

Facility Hours
Mon-Fri: 6am-10pm
Saturday: 8am-10pm
Sunday: 10am-7pm

Reservations
Mon-Fri: 9am-4pm
Ashley Wade
678-631-5394
awade@smyrnaga.gov

www.smyrnacity.com

All Rentals: Includes set up and break down of tables & chairs by our staff. You're responsible for linens, decorations, music and food. Outside vendors are allowed at no additional cost. Rental spaces are to be left in the condition they were found. Trash and food should be placed in trash receptacles.

Reservations: 50% of total fees including damage deposit are required to reserve the facility. The remaining balance is due in full no later than 60 days prior to event date. We accept all major credit cards, debit cards, checks, and cash. However, checks cannot be accepted within 30 days of the event date. Reservations can be completed via phone or in person at the Smyrna Community Center. **To receive the Smyrna Resident discount you must live inside the city limits and present a utility bill as proof of residency** Wedding fees are based only on the residency of the bride, groom, or either set of parents.

Timeframes: The timeframe that you reserve, which is listed on the rental permit, are the times for which access is allowed to the facility. Any set up, decorating, break down, or caterer/rental company delivery and pickup must be included in the contracted time.

Decorations: Decorations must be free-standing or tie-on. Nothing can be hung from the walls or ceiling. The use of tape, glue, tacks, staples, Command Strips or any similar product on any part of the building, furniture, gazebo, is strictly prohibited. Candles are permitted in a votive or other glass enclosure. Artificial flower petals, tents, confetti, rice, birdseed, and silly string are not allowed at the wedding gazebo. You may use bubbles and bells as celebration tools.

Alcohol: Alcohol permits should be purchased no later than 2 weeks prior to your event. The alcohol permit is \$200 for 3 hours and \$50 each additional hour.

Cancellations: Must be made using the Refund Request Form at least 60 days prior to the event date, in which case payment will be refunded minus an administrative fee of 20% of total fees paid. Any cancellation made within 60 days of the event date will result in 100% forfeiture of all fees.

Date Changes: An administrative fee of 20% of total rental cost will be applied when the rental date is changed 60 days prior to the date of rental. A rental date change within a 60 day period of the event date will result in 100% forfeiture of total cost. A new reservation must be scheduled to secure use of the facility.

Damage Deposits: Damage deposits are processed upon receipt and refunded as long as the rental facility is left in good repair and all timeframes are honored. If the damage deposit is paid with a credit or debit card, please allow one week for a refund. If paid with a check or cash, please allow 4–6 weeks for the refund to be processed and mailed to the address on the rental permit. If for any reason the refund can't be refunded back to your card a check will be mailed to the address on the rental permit.

Wedding Gazebo: In case of inclement weather, you may reschedule the event for another available date. Requests for a future date must be made within 5 business days of cancelled date. Refunds will not be given in the event of inclement weather.