

Effective July 1, 2016- June 30, 2017

Smyrna Community Center

Rental Fees

(Unless otherwise noted, prices are for 4 hour rentals)

	City of Smyrna Resident	Non-Resident	Damage Deposit
Banquet Hall 130 Banquet Style 200 Theatre Style	\$275 (\$30 ea. add hr.)	\$325 (\$40 ea. add hr.)	\$100
Community Room 64 Banquet Style 100 Theatre Style	\$175 (\$20 ea. add hr.)	\$225 (\$25 ea. add hr.)	\$50
Jonquil Room 32 Banquet Style ONLY	\$75 (\$15 ea. add hr.)	\$100 (\$20 ea. add hr.)	\$50
Arts and Crafts Room 30 Banquet Style ONLY	\$75 (\$20 ea. add hr.)	\$90 (\$20 ea. add hr.)	\$50
Room 5 24 Banquet Style 32 Theatre Style	\$50 (\$15 ea. add hr.)	\$60 (\$20 ea. add hr.)	\$50
Room 6 20 Banquet Style 25 Theatre Style	\$50 (\$15 ea. add hr.)	\$60 (\$20 ea. add hr.)	\$50
Oval Room 18 Classroom Style 32 Theatre Style	\$50 (\$15 ea. add hr.)	\$60 (\$20 ea. add hr.)	\$50
Room 4 16 Banquet Style 20 Theatre Style	\$50 (\$15 ea. add hr.)	\$60 (\$20 ea. add hr.)	\$50
Large Gym (event use) NO PARTIES OR FOOD	\$450 (\$60 ea. add hr.)	\$600 (\$75 ea. add hr.)	\$200
Small/Large Gym (athletic use)	\$45 per hour	\$45 per hour	N/A
Kitchen (Use w/ BH & CR ONLY)	\$35 (duration of event)	\$35 (duration of event)	N/A
After Hours Fri & Sat: 10p-Midnight	\$70 per hour	\$70 per hour	N/A

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

We do not hold rooms. Full payment, (room cost plus a damage deposit) is required to reserve the facility. 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 in person at the Community Center or over the phone. **To receive Smyrna Resident discount you must live inside the city limits and present a utility bill as proof of residency.**

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. Requests for additional hours cannot be accommodated on the day of the event. Any additions to your rental must be added to no later than one week prior to your event date.

Decorations

Decorations aren't allowed on the walls or the ceiling. All décor must be free-standing or tie-on. . The use of confetti, Silly String, tape, glue, tacks, staples, Command Strips or any similar product is strictly prohibited on any part of the building and furniture. Candles are permitted in a votive or other glass enclosure.

Alcohol

Alcohol permits should be purchased at least 2 weeks prior to your event. Alcohol Permit Fee is \$200 for 3 hours and \$50 each additional hour.

Cancellations

Cancellations must be made using the Request for Refund Form at least 30 days prior to the event date, in which payment will be refunded minus an administrative fee of 20% of total rental cost. Any cancellation made within 30 days of the event date will result in 100% forfeiture of total cost.

Date Changes

A penalty fee of 20% of total rental cost will be applied when the rental date is changed 30 days prior to the date of rental. A rental date change within a 30 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.