

Effective July 1, 2024- June 30, 2025

Smyrna Community Center Rental Fees

	First 4 hours/each additional hour	Security Fee
<u>Magnolia</u> <ul style="list-style-type: none">• 136 Banquet Seating• 200 Theatre Seating• Kitchen Included	\$525 / \$50	\$200
<u>Dogwood</u> <ul style="list-style-type: none">• 64 Banquet Seating• 100 Theatre Seating	\$300 / \$50	\$200
<u>Jonquil</u> <ul style="list-style-type: none">• 32 Banquet Seating• 32 Theater Seating	\$150 / \$20	\$100
<u>Tulip</u> <ul style="list-style-type: none">• 30 Banquet only	\$120 / \$20	\$100
<u>Orchid, Lily</u> <ul style="list-style-type: none">• 16-24 Banquet Seating• 20-30 Theatre Seating	\$90 / \$20	\$100
<u>Large Gym</u> <ul style="list-style-type: none">• Event Use	\$600 / \$60	\$250
<u>Large/Small Gym</u> <ul style="list-style-type: none">• Athletic Use Only	\$120 / \$40	\$0
<u>Oak</u> <ul style="list-style-type: none">• 26 Lounge/Conference	\$300 / \$50	\$200

Facility Rental Hours

Mon- Thurs: 8am-10pm
Friday: 8am-12am
Saturday: 8am-12am
Sunday: 10am-7pm

www.smyrnaga.gov

Location

1250 Powder Springs Street SE
Smyrna, GA 30080
Lee Sanders 678-631-5394
lsanders@smyrnaga.gov

All Rentals

Include set up and break down of tables & chairs by our staff. Renters are responsible for linens, chair covers, cushions, decorations, music and food. Outside vendors are allowed at no additional cost, but **DJs are prohibited unless Dogwood and Magnolia are rented together**. Rental spaces are to be left in the condition they were found. Trash and food should be placed in trash receptacles and all personal items removed by the end of the contracted time. Kitchen must be cleaned after usage.

Reservations

All rooms are on a first come first serve basis. Full payment, (room cost plus a security fee) 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 by filling out the reservation forms and returning them to the facility event coordinator.

Timeframes

The timeframe that you reserve, is the time 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 your permit no later than one week prior to your event date.

Decorations

All décor must be free-standing or tie-on. Decorations and the use of confetti, Silly String, tape, glue, tacks, staples, Command Strips or any similar product is strictly prohibited on the walls, ceilings, and any other part of the building and furniture. Candles are permitted in a votive or other glass enclosure. **Confetti, loose glitter, fog machines, and balloon releases are prohibited.**

Alcohol

Alcohol permits should be purchased at the Smyrna Community Center at least 14 days prior to your event. Alcohol Permit Fee is \$200 for 3 hours (minimum) 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.

Security Fee

Security Fees are processed upon receipt and refunded as long as the rental facility is left in good repair, all timeframes are honored, and the kitchen is cleaned (if used). If the security fee 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.