

Effective July 1, 2023- June 30, 2024

## Smyrna Community Center Wedding Packages

### Magnolia & Dogwood

\*kitchen & A/V included

	<i>Smyrna Resident</i>	<i>Non-Resident</i>	<i>Security Fee</i>
<i>8 hours</i>	<i>\$1,400</i>	<i>\$1,550</i>	<i>\$200</i>
<i>12 hours</i>	<i>\$1,600</i>	<i>\$1,750</i>	<i>\$200</i>
<i>after hours (10p-12a)</i>	<i>\$70 per hour</i>	<i>\$70 per hour</i>	

### Magnolia (130 guests)

\*kitchen & A/V included

<i>8 hours</i>	<i>\$1,200</i>	<i>\$1,350</i>	<i>\$200</i>
<i>12 hours</i>	<i>\$1,400</i>	<i>\$1,550</i>	<i>\$200</i>
<i>after hours (10p-12a)</i>	<i>\$70 per hour</i>	<i>\$70 per hour</i>	

### Dogwood (64 guests)

\*kitchen & A/V included

<i>8 hours</i>	<i>\$650</i>	<i>\$700</i>	<i>\$200</i>
<i>12 hours</i>	<i>\$900</i>	<i>\$1000</i>	<i>\$200</i>
<i>after hours (10p-12a)</i>	<i>\$70 per hour</i>	<i>\$70 per hour</i>	

### Wedding Gazebo (100 guests)

<i>4 hours</i>	<i>\$250</i>	<i>\$300</i>	<i>N/A</i>
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#### Facility Rental Hours

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

#### Location

*200 Village Green Circle*  
*Smyrna, GA 30080*  
*770-431-2842: Front Desk*  
***678-631-5394: Event Coordinator***

**All Rentals:** Include set up and break down of tables & chairs by our staff. Renters are responsible for linens, decorations, music and food. Outside vendors are allowed at no additional cost. **DJs are prohibited with the exception of the rental of both Dogwood and Magnolia suite.** 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:** 50% of total fees including security fee 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 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. Artificial flower petals, confetti, rice, birdseed, and silly string are not allowed at the wedding gazebo.

**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.

**Security Fees:** Security Fees are processed upon receipt and refunded as long as the rental facility is left in good repair and all timeframes are honored. 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.

**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.