

# THE **POINTE** MACON



## **The Pointe Macon**

3075 Mercer University Dr.  
Macon, GA 31204

**(478) 796-9900**

[www.ThePointeMacon.com](http://www.ThePointeMacon.com)

Email: [contact@thepointemacon.com](mailto:contact@thepointemacon.com)



## The Pointe Macon Rentals

**Meetings, Parties, Reunions, Weddings, Rehearsals,  
Receptions, Kid's Events & Other Type of Events**

Sunday - Saturday | Day & Evening Bookings

**\*Standard Event Rental Fees Not Valid on National Holidays**

### Monday – Wednesday Rentals

<u>Type</u>	<u>4 Hours</u>	<u>8 Hours</u>	<u>12 Hours</u>
Rental Fee*	\$600	\$800	\$1,300
Booking Deposit**	<b>\$200</b>	<b>\$300</b>	<b>\$400</b>

### Thursday – Sunday Rentals

<u>Type</u>	<u>4 Hours</u>	<u>8 Hours</u>	<u>12 Hours</u>
Rental Fee*	\$700	\$900	\$1,400
Booking Deposit**	<b>\$300</b>	<b>\$400</b>	<b>\$500</b>

All Rentals Are Between 9 am And 11 pm EST

The Pointe Macon is a **NON-SMOKING** Facility and any smoking will ONLY be allowed outside. Any cigarette butts found outside on the ground Could Result in Additional Clean-up Charges.

Rental of **The Pointe Macon** Events Venue is determined by availability. Once a date has been booked, the date and time is removed from availability. The "Calendar" on our website is **NOT** the **Official Booking Calendar**. The website's "Calendar" is updated within 24 to 48 Hours after event has been booked (i.e. Booking Deposit received).

\*Balance of Rental Fee **MUST** be paid Fourteen (14) Days Prior to Event. \*\*Booking Deposit Is Nonrefundable (and is a part of the Rental Fee and not an addition to the Rental Fee).

Telephone: (478) 796-9900 | The Pointe Macon, Inc. | All rights reserved.

## RENTAL AGREEMENT

\_\_\_\_\_ (Renter) agrees to rent **The Pointe Macon** (Facility) and pay the below Total Rental Fees. This agreement is made between the Facility and Renter for use of the event facility as described below. The Renter agrees to all fees, rules, and schedules described in the agreement and agree to hold harmless The Pointe Macon and its agents from any and all claims arising out of the use of The Pointe's facilities.

DATE OF THE EVENT: \_\_\_\_\_

TIME OF THE EVENT: \_\_\_\_\_

TYPE OF THE EVENT: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

ALCOHOL EVENT (Additional): YES:  NO:

**STAFF USE ONLY**

Total Rental Fees: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Credit or Debit Card Trans #: \_\_\_\_\_

Cash: \_\_\_\_\_

or Check: \_\_\_\_\_

### Renter's Information

Name(s) \_\_\_\_\_

State ID / Driver's License \_\_\_\_\_

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

Email Address: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

## RENTAL AGREEMENT

### Type of Event

- Meetings
- Party
- Reunion
- Wedding
- Rehearsals
- Reception
- Kids Events
- Other Type of Events

1. I understand and agree that it will be my responsibility to set up facility to suit my needs, utilizing tables and chairs provided by The Pointe Macon.
2. I understand and agree that absolutely no bartending or liquid dispensing carts or food service locations will block any entrances or exits of the building.
3. I further understand and agree that it is my responsibility to arrange chairs a minimum 4 inches from the walls, remove all items from table tops and dispose of food and trash. Failure to return the venue clean and in original condition may result in additional charges.
4. I understand and agree The Pointe Macon assumes no responsibility or liability for personal injuries loss or damage to personal property while using The Pointe Macon facilities.
5. Access to The Pointe Macon will be coordinated with the Facilities Manager's Office **(478) 796-9900** at least seven (7) days prior to event date.
6. I agree that any decorations used by the Renter will not be attached to the walls, doors or ceiling of the Facility. No nails, tacks, staples or tape will be used on walls, doors, floors, windows or stage.
7. I understand there will be absolutely no advertising through the media or selling of tickets or charging admission for the event unless prior approval is granted for the event.
8. The Pointe Macon reserves the right to cancel events and reservations at their discretion.
9. Security will be provided by the Facility for all events.
10. A Valid State ID is required at the time of submission of this agreement for the use of the building.
11. I agree to obtain a \$1,000,000.00 Commercial General Liability Insurance prior to the event date^.
12. **ADDITIONAL FEES** may include **\$25.00 per hour** for ANY events serving Alcohol or if venue is not returned to its original condition prior to event; or any venue damage(s) as a result of event.

**I AGREE TO ALL CONDITIONS, RULES AND REQUIREMENTS OF THIS RENTAL AGREEMENT**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

## RENTAL AGREEMENT Additional Requirements

### Access Times

Renters and agents may have access to The Pointe Macon the day of the event beginning at 9:00 am depending on Booking/Rental times. **One (1) hour prior to event for setup and one (1) hour after rental timeframe for cleanup.** Check with staff prior to event to confirm availability time.

### Payments

Booking Payment for The Pointe Macon is nonrefundable and is due at the time of booking the event date prior to signing this contract. The balance of your Total Rental Fees shall be paid to The Pointe Macon Fourteen (14) Days prior to the event. Failure to make this payment can result in the cancellation of the event date and forfeiture of Booking Deposit.

### Terms for Cancellation

Cancellation will result in the forfeiture of the Booking Deposit!

### Clean-up and Check-out

The Pointe Macon must be left in the condition it was found in upon arrival. The Renter must clean all countertops, sinks, and floors before leaving. The Renter and any outside vendors must check out with The Pointe Macon staff before leaving. All trash (food debris and flowers/plants) must be placed in trash bags and placed in designated trash area.

### Decorations

Balloons must be weighted or anchored. **No glitter or confetti** is allowed in The Pointe Macon. Nothing is to be attached to walls, ceiling or floors. All candles must be enclosed in a lamp or votive. The Pointe Macon must approve banners, etc. prior to event date.

### Prohibited Activities

**NO SMOKING inside The Pointe Macon venue, ONLY Smoking Outside in Designated Smoking Areas.**

**FIRST PAYMENT** is the Nonrefundable "Booking Deposit" and is paid at the time of online or offline. The Rental Fee Balance (Must Be Paid in Full) Fourteen (14) Days prior to the Renter's Booked Event along with the **General Liability Policy** (as described on "**Absolute Rules**" page).

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

The Pointe Macon, Inc.

\_\_\_\_\_  
Moses Jackson, Its President

\_\_\_\_\_  
Date

**RENTAL AGREEMENT**  
**The Pointe Macon "Absolute Rules"**

1. No bubble gum machines - they damage floor and make the tile floor unsafe to walk on.
2. No gum will be placed on floors or under tables and chairs.
3. No smoke fog machines - they activate the fire alarms and damage floors and walls.
4. No smoking in any part of the building (fire alarms will activate).
5. Beverages will be left on tables while dancing.
6. Buildings may be occupied as early as, 8:00 am for setting up and decorating.
7. No Alcoholic beverages will be served after 11:00 pm
8. All individual property of the Renter and Caterer must be removed, and the building vacated no later one (1) hour after event ends (or Midnight whichever comes first).
9. This Rental Agreement is terminated one (1) hour after event ends (or Midnight whichever comes first). The Renter must pay an additional \$100.00 per 15 minutes past the one (1) hour deadline after event ends (or Midnight whichever comes first).
10. No thumb tacks on tables or walls.
11. Catering service must remove all trash, place in trash bags and clean all preparation areas to include mopping of floors. If no caterer, the Renter will be responsible for these cleaning activities.
12. There will be an additional monetary fee for Set Up Time that falls on any day other than the day of the event.

**Violations of any of the above will result in the immediate shutdown of event and/or additional fees**

The Renter shall hold The Pointe Macon harmless and indemnify The Pointe Macon from all injury, loss, claims or damages to any person or property while on the Rented Premises, unless caused by the willful acts or omissions or gross negligence of The Pointe Macon, its employees, agents or licensed contractors. **^Renter shall maintain, with respect to the Rented Premises, commercial General Liability Insurance with limits of not less than \$1,000,000.00 for bodily injury or property damage from any one occurrence and name the Owner (Moses Jackson), to include The Pointe Macon as the insurance certificate shall be delivered to the Facility (The Pointe Macon) no later than fourteen (14) days prior to the event date.** Failure to submit the "Certificate of Insurance" fourteen (14) days prior to the commencement date, the Renter shall forfeit the Booking Deposit and said event's date and time will be cancelled.

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**Renter**

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**Date**

Revised: May 2018 v1.1.2