



PAULDING
NORTHWEST ATLANTA
AIRPORT

Paulding County Airport Authority
Paulding Northwest Atlanta Airport
Terminal Conference Center
Terry Tibbitts, Airport Director
730 Airport Parkway
Dallas, GA 30157
770-505-7700

Rental Guidelines

Guidelines for Renting the Terminal Conference Center

A person or entity may reserve the Terminal Conference Center for events or functions, pursuant to the following guidelines.

Reservation Time:

The Banquet / Conference room is available 8:00 a. m. – 11:00 p. m. Monday through Sunday. All events (including clean up) are to end by 11:00 p.m. The reservations are made in 4-hour time blocks (4 hours include set up and clean up time). A reasonable amount of “free” time for set up can be arranged with the Airport Staff, depending upon availability of the facility. The hours for 4-hour time blocks can be determined by Lessee.

Facilities Available:

Banquet / Conference Room 200 people maximum (59 x 41 / 2,419 square feet)

The **Comanche** room is upstairs overlooking the southeast area of the airport ramp, taxiway, and runway. The windows are outfitted with stylish shades for your comfort.

Banquet / Conference Room 211 people maximum (59 x 45 / 2,535 square feet total)

The **King Air** room is downstairs overlooking the southeast area of the airport ramp, taxiway, and runway. There is a Kitchen and Patio.

Tables: (15) 6ft. rectangular tables, (15) 60in. round tables and 120 cushion stack chairs are available upon request. **Additional tables and chairs will need to be obtained by the lessee. Set up and tear-down is the responsibility of the lessee. (INCLUDES NO-CHARGE/DISCOUNTED EVENTS).**

Rental Rates:

Resident: \$400 for four hours, \$100 each additional hour **Non-Resident:** \$600 for four hours, \$100 each additional hour. If your event is after business hours there is an additional \$50.00 closing fee.

Reservation and Payment Policies:

A reservation may be made up to but not more than six months in advance. At the time of reservation, you must pay a deposit. Deposit is defined as a reservation / damage / clean-up / guarantee. A separate check for the deposit is required, please. All reservation fees must be paid

INITIALS: _____

fifteen (15) days prior to the scheduled event. If this fee is not paid in full fifteen (15) days prior to the scheduled event, reservation/deposit is subject to be forfeited.

No regularly scheduled meeting by any group is permitted at this time.

Cancellation Policy:

Written notice of a canceled reservation must be received two weeks prior to scheduled event to receive a refund. Failure to adhere to the two-week Cancellation policy may result in forfeit of deposit/rental fee. If you have reserved a date and decide to switch to another date, this must be done at least thirty days in advance of first reservation, or you must pay for both dates. You may only switch dates once before losing initial rental fee.

Clean-Up/Damage Deposit:

The Clean-Up/Damage Deposit is **\$250.00** and is due upon reservation for all events.

Decorations, posters, balloons, signs shall not be taped, stapled, nailed, or attached by any method to doors, walls, or ceilings. This may result in forfeit of damage deposit and the use of facility in the future and possibly additional fines to the person/group/agency renting the facility. The person/group/agency shall be responsible for the facility and shall be held accountable for the action of all occupants. No smog/smoke generated machinery allowed.

To receive your deposit back, all trash must be placed in the outside trash container located at the east side of the terminal conference center, the floors vacuum/mopped, all tables and chairs must be cleaned and stacked in the allocated spaces. The kitchen/restrooms must be left clean, and parking lot must be free of all bottles, cans, paper, and other debris. All cleaning supplies are provided by the facility and available upon request. Failure to comply will result in deposit being forfeited.

This deposit will be held until it has been determined (by Lessor) that no damages have been inflicted upon facility by Lessee, caused through their own act or the actions of anyone visiting the building upon the invitation of the Lessee. If damages are evident, this deposit *will be forfeited by Lessee and will be used to repair damages to the facility.*

The Paulding County Airport Authority shall determine if the above conditions have been met and authorize the refund.

Clean-Up/Damage Deposit for Alcohol Serving Events:

An additional **\$250.00** deposit is due upon reservation for all events where alcohol will be served. The same rules and regulations stated above apply.

The Paulding County Airport Authority shall determine if the above conditions have been met and authorize the refund.

Alcohol Policy:

To serve alcoholic beverages at a catered event or function, both resident and nonresident caterers must first apply and obtain an event permit from the county marshal. Please contact Deputy R. Payton at (678) 383-3364 or rpayton@paulding.gov.

An "off duty" Security Officer will be necessary for any event that will be serving alcohol during the hours that guests will be present. All guests that consume alcohol must be at least 21 years of age. Sheriff's Office requires 1-week notice of event. The Security Officer's fee is \$50.00 per hour with a minimum of 4 hours, or \$200.00 (cash), which is paid directly to the Officer at the beginning of the event. For events serving alcohol with more than 100 guests, two (2) Security Officers are required. The fee for two (2) Security Officers for 4 hours will be \$400.00. Call Sheriff's Office as far in

INITIALS: _____

advance as possible to ensure coverage prior to event date to plan; Major Karen Ritch (770) 443-3010.

Other Regulations:

- No smoking, No pets, No weapons in building
- There are no storage areas; all items that you bring in for your event must be removed from the facility at the end of your event.
- No tables, chairs or other contents of the facility may be removed from the building or used outside of the building.
- Doors, entrances/exits may not be blocked at any time. Exterior's doors must remain closed always.
- Disorderly conduct or violation of any the rules may cause parties involved to be banned from the facility.
- Activity involving minors will require proper and sufficient adult supervision.
- Lessees and their guests are hereby warned to use EXTREME CAUTION when entering the Airport Ramp area upon Management approval and under NO CIRCUMSTANCES should they walk out onto the ramp, toward any aircraft, fuel farm, hangar, taxiway, or runway.

LIABILITIES, RESPONSIBILITIES, AND ADDITIONAL INFORMATION:

The Lessee shall be liable for all damages caused through their own act or the acts of anyone visiting the facility upon the invitation of said lessee or any portion thereof or to persons or property for which, The Paulding County Airport Authority and/or Paulding Northwest Atlanta Airport is held responsible.

Lessor reserves the right through its officers or agents to reject any objectionable party or parties from the facility. Upon exercise of his authority through any of its employees, agents, or officers, Lessee hereby waives all claims for damages against The Paulding County Airport Authority and/or Paulding Northwest Atlanta Airport.

The Lessee hereby releases said Paulding County Northwest Atlanta Airport from all damages to persons or property during its use of facility. Lessee also agrees to indemnify and hold harmless The Paulding County Airport Authority against all claims sustained by any person, including the Lessee, which may result from the use of said facility by Lessee. The indemnification herein agreed to by the Lessee shall include indemnification for negligent acts of The Paulding County Airport Authority and/or Paulding Northwest Atlanta Airport or any of its agents, servants, or employees.

Lessor reserves the right, without notice, to cancel this lease at anytime whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used for any other than that specified by the lease, or if Lessee's use constitutes a nuisance or is in any other way in violation of the laws or ordinances of Paulding County or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation.

INITIALS: _____