

The Hook & Ladder, a former livery stable, is a public open-air venue that is available to the community to enjoy unless it has been reserved for a private event. Downtown Development Authority staff will provide and place signage at the Hook & Ladder which reads “Closed for Private Event.”

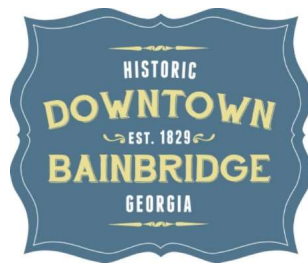
**AVAILABILITY:** Use of the Hook & Ladder venue may be granted to any individual, group, or organization that represents a non-profit entity. Under no circumstances will the use of this facility be granted for profit making activities. This venue will not be rented to anyone using the pretext of having a birthday party for the general public. All birthday parties require the name of the individual the party is for and the number of participants. Reservations for use of the facility are on a first-come, first-served basis. All activities associated with the use of the facility will cease at 11:00 P.M. and should be cleaned and vacated at 12:00 A.M. (midnight).

The City of Bainbridge reserves the right to deny an application based on the proposed use by the applicant. Lessee must be 21 years of age. Adult supervision for minors is the Lessee’s responsibility and required at all times.

**LIABILITY:** Lessee agrees to indemnify the Lessor, and all of Lessor’s employees and workers, harmless from and defend them against any and all liability and/or responsibility related to alcohol being or having been served or consumed on the premises, whether for events occurring on the immediate premises or elsewhere during or after the event. Lessee assumes any and all responsibility and liability for full compliance with all federal, state, and/or local laws, ordinances, and regulations pertaining to serving and consuming alcohol dispenses and/or consumed during an event held on the premises.

**DAMAGE LIABILITY:** Lessee is fully liable for any and all damage(s) to the Hook & Ladder venue. In consideration for receiving permission to use the Hook & Ladder, Lessee agrees to release, waive, discharge, and covenant not to sue the City of Bainbridge, Georgia or any of their officers/employees, from any and all liability, claims, demands, and actions arising out of or related to any loss, damage or injury that may be sustained by participants, whether caused by the negligence, or otherwise, while participating in the event granted permission for use at the Hook & Ladder.

**FEES:** Rentals are based on a daily rate of \$200. The total fee is due and payable upon receipt of a rental application. The venue should be in the same state of cleanliness which existed upon lessee’s occupancy. In the instance the event is canceled due to inclement weather, the Renter will be refunded the Rental Fee + Damage Deposit.



**DEPOSIT:** To secure a reservation for the Hook & Ladder, a damage deposit of \$150 is due and payable when application is submitted. Any falsification or misrepresentation on the application, which results in the City's cancellation of the rental agreement, will forfeit the applicant deposit fee. Condition and appearance of the facility will be assessed after the event by a representative of the City of Bainbridge. The damage deposit will be refunded when, in the opinion of the City, it has been determined that the condition is acceptable to the City. Damage Deposit will be refunded when all is cleared.

**DECORATIONS:** Decorations or other décor which require taping, nailing, draping, or attachment otherwise are not allowed on any part of the building, including tables, chairs, walls, and/or any other city owned fixtures.

According to Georgia law, rice throwing is prohibited because of the potential damage to birds. Confetti, glitter, birdseed, foam, and bubbles may be used in the open-air venue. Renter assumes responsibility for sweeping all inside and outside areas clean.

The Lessee agrees to leave the Hook & Ladder in its' pre-rental appearance and condition. Failure to do so may result in forfeiture of Damage Deposit.

**SET-UP, CLEAN-UP, AND BREAK DOWN:** Lessee is responsible for set-up. Set up is not allowed until the day of your event - unless you pay another deposit and rental fee for the extra day of usage. Eight high top tables, thirty-two chairs, four stools, and a stage are included and available for use by Lessee. Lessee is responsible for returning tables and chairs to their original setting before leaving. All leftover food, beverages, containers, and any other trash must be collected, bagged and placed in the dumpster in the rear parking lot.

**RESTROOMS:** An ADA unisex restroom facility is located at the Hook & Ladder playground (across the street from the venue). The Downtown Station, located at 205 E Broughton Street, is a public restroom facility with separate men's and women's restrooms with regular and accessible units in each. The Downtown Station locks each evening at 7 p.m., but the hours can be extended upon request of the Lessee.

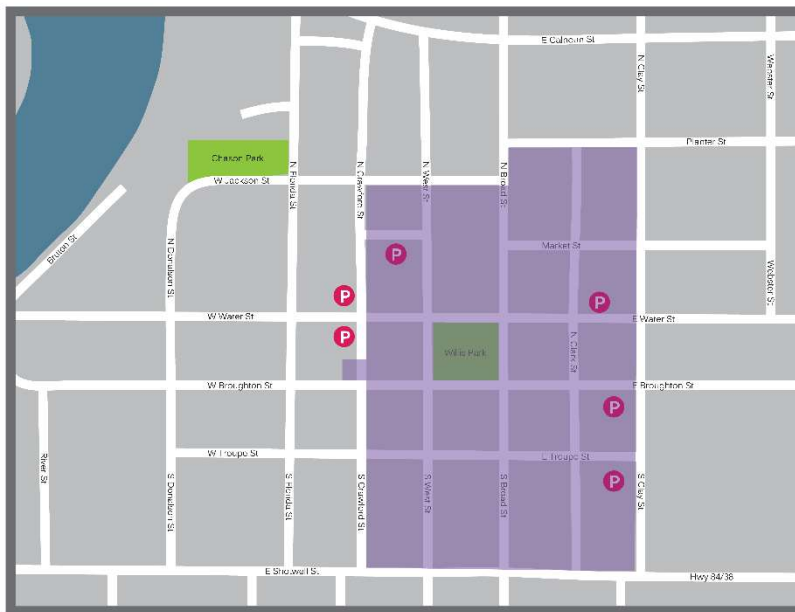
**SECURITY:** Alcohol is permitted on-site at the Hook & Ladder open-air venue. No more than 150 people are allowed in attendance at the special event. Security shall be provided by the Lessee if 75 or more people are in attendance and alcohol is being served. Lessee may contact Bainbridge Public Safety at 229-248-2038 to make arrangements.

The Hook & Ladder is located within the Downtown Bainbridge Open Container District. If attendees leave the special event at the Hook & Ladder then they are subject to the guidelines outlined below for the Downtown Bainbridge Open Container District.



**DOWNTOWN BAINBRIDGE OPEN CONTAINER DISTRICT GUIDELINES:** Open containers of alcoholic beverages are allowed to be consumed outside in historic Downtown Bainbridge. Just follow a few rules and you're welcome to sip and stroll at your leisure in Downtown Bainbridge!

1. Alcoholic drinks must be in a city-approved 16-ounce plastic cup. Drinking from a can, glass, or bottle is prohibited.
2. You can't bring your own alcohol to Downtown Bainbridge. All alcoholic beverages consumed in the downtown historic area must be purchased from a licensed merchant in Downtown Bainbridge.
3. No alcohol may be consumed in historic Downtown Bainbridge after midnight.
4. District boundaries are identified on the map below.



***All rental cancellations require a seven (7) day notice prior to date of event for deposit to be refunded. Checks should be made payable to: City of Bainbridge, P.O. Box 158, Bainbridge, Georgia 39818.***



101 South Broad Street | Bainbridge, GA 39817  
P 229-400-9093 | F: 229-246-7311

Email: [amandag@bainbridgecity.com](mailto:amandag@bainbridgecity.com) | [www.downtownbainbridgega.com](http://www.downtownbainbridgega.com)





## HOOK & LADDER RENTAL CONTRACT

Organization/Individual Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Downtown Station lock extension: \_\_\_\_\_

**\*No event will be permitted to last beyond 11 PM**

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Rental Rate: \$200 \$ \_\_\_\_\_

Damage Deposit: \$150 \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**Checks should be made payable to:**

**Downtown Development Authority**

**P.O. Box 158**

**Bainbridge, Georgia, 39818.**

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I have read the rental/usage policy for the Hook & Ladder and agree to abide by all requirements stated herein and take full responsibility for the rental event and all who participate in the event/activity.

**The City of Bainbridge does not refund any payment in cash. All refunds will be made in the form of a check from the City of Bainbridge.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

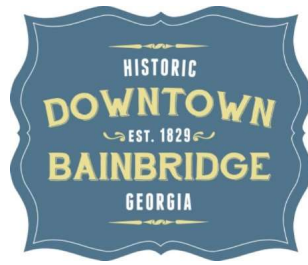


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## OFFICE USE ONLY

**Paid with:**      **CHECK**                      **CASH**                      **CREDIT**

Date Received (Damage Deposit): \_\_\_\_\_

Date Received (Rental Fee): \_\_\_\_\_

Rental Rate: Daily Rental: \$200.00: \_\_\_\_\_

Damage Deposit Rate: Daily Deposit: \$150.00 \_\_\_\_\_

Application Processed and Approved By: \_\_\_\_\_

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

Date Damage Deposit Returned: \_\_\_\_\_



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