



Thank you for your interest in Ali Events at Lakewood's unique restored historic setting. Our goal is to provide you with unsurpassed personal attention for any occasion. Ali Events at Lakewood offers the perfect venue for your special event.

This packet contains information about our facility that we hope will be helpful to you in planning your event.

Rental Fees:

- Friday \$2800 (8 hour total rental)
- Saturday \$3500 (8 hour total rental)
- Sunday \$2800 (8 hour total rental)

Additional access time is available at \$400 per hour. An additional fee may apply to event time after midnight.

- The Renter is required to purchase \$1 million liability insurance and list Ali Events at Lakewood as an "Additional Insured" on the policy. Most clients purchase this coverage from wedsafe.com or privateeventinsurance.com for approximately \$175. Proof of this coverage should be provided to the Ali Events at Lakewood event coordinator at least 2 weeks prior to the event.
- Clients of Ali at Lakewood Events are allowed to bring in their own alcohol. If the catering/bartending service does not carry the liquor liability insurance, then the client must purchase the coverage and also name the catering/bartending service as the additional insured. Alcohol cannot be sold, and guests cannot serve alcohol to themselves.
- Any event where alcohol is served (regardless of guest count) requires a Fulton County Deputy on duty during the event hours. All alcoholic beverage service is required to end thirty (30) minutes prior to scheduled ending time for security. Fulton County Deputy has the right to end beverage services at his/her discretion.
- Events with 100 or more guests are required to have a Fulton County Deputy on duty during event hours.
- Certain events with over 250 guests may be required to have additional deputies on duty during event hours.



Deputy Fees:

Hourly fees \$30 per hour; \$50 Sunday/Holidays (4 hour minimum) to be paid at start of event.

An Ali Events at Lakewood representative will schedule the Deputy within thirty days of the event. Renter is responsible for payment to the Deputy on the day of the event.

RENTAL PROCEDURES

- To reserve a date for the use of the Grand Ballroom, a deposit of 2/3 of the base rental fee is required with a signed Rental Agreement; the remaining 1/3, along with refundable damage deposit of \$1000, is due three weeks prior to the event.
- Cancellation of the event will result in a loss of all funds paid to date.
- One hour rehearsal time for a wedding is provided by Ali Events at Lakewood. The date and time will not be scheduled until 60 days before the event. The renter must contact the office to schedule the time.

The Staff is responsible for the protection of the facility; therefore, the following rules and regulations are required:

- Renter will be held responsible for all actions of his caterer, florist, band, D.J., guests and anyone involved with event.
- The Staff of Ali Events at Lakewood will not be responsible for setting up additional tables and chairs brought in by lessee, moving tables or chairs during the event and taking trash out.
- No furniture or equipment may be moved without prior consent from the management.
- All electrical hookups for additional lighting must be approved by the management.
- Smoking is strictly forbidden in and around Ali Events at Lakewood.
- No staples, nails, tacks, tape or other items may be affixed to the columns, floors, walls, windows, doors, or furniture.
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- No artificial platforms and no carpentry work are allowed inside the building. Only approved risers may be used.
- No pets of any kind are permitted on the grounds of Ali Events at Lakewood.
- Helium Balloons, rice, birdseed, glitter, confetti, real rose petals, etc. may not be used INSIDE the building. Liquid string may not be used INSIDE or OUTSIDE the building.
- Bubble machines, or smoke machines are not allowed on premises
- Ali Events at Lakewood reserves the right to refuse any items brought into the building by the lessee or agents thereof which could cause damage to the building or injury to the guests.
- All functions are to end at the agreed time. Ali Events at Lakewood reserves the right to insist that guests, caterers, florist, band members, etc. leave the building at the agreed time.
- Ali Events at Lakewood will not assume responsibility for any items left by anyone in the building.
- Any publicity concerning Ali Events at Lakewood must be cleared and approved by the Director of Ali Events at Lakewood.



CATERER'S RULES

Renter is responsible for the actions of the caterer. Any rules not adhered to will result in the forfeiture of the damage deposit. Any damage to the building or to any equipment will be the responsibility of the renter to repair or replace. Ali Events at Lakewood reserves the right to disprove any caterer who has previously violated the rules or conducted themselves improperly.

- All beverages, food, equipment, extra tables, chairs, tents, etc. must be brought in the day of the event during the rental time.
- The caterer is responsible for leaving the kitchen in the same condition it was in when the rental began. Kitchen floors must be swept and mopped; all counters, refrigerator, and sink must be cleaned.
- Bar set-ups MUST have protective material under all ice chest and kegs to prevent moisture and water from dripping on the floors.
- There is no garbage disposal in the kitchen; do not put solid items down the drain.
- All trash must be properly bagged and TAKEN to the trash dumpster in the rear of the building. There should be absolutely no trash left inside or outside the building after the event. Ali Events at Lakewood is NOT responsible for trash.
- Ali Events at Lakewood does not supply trash bags, detergent, or towels.
- All food, beverages, and equipment must be removed from the premises the last hour of the rental time. The caterer is responsible for any equipment used during the event which was brought in by an outside contractor.
- Anything left in the building is not the responsibility of Ali Events at Lakewood. Caterers must be aware of security at all times. Outside doors to the kitchen must be kept locked.



FLORIST'S RULES

Renter is responsible for the actions of the florist. Any rules not adhered to will result in forfeiture of the damage deposit. Any damage done by the florist to the building or to any equipment will be the responsibility of the lessee to repair or replace. Ali Events at Lakewood reserves the right to disapprove any florist who has previously violated the rules or conducted himself improperly.

- All equipment, flowers, etc. must be brought in the day of the event during the rental time only.
- NO furniture or equipment that is owned by Ali Events at Lakewood may be used or moved without permission of the management.
- Only chase candles can be used in candelabra stands; candles used in all other areas must be enclosed with hurricane globes or as votive candles.
- Helium balloons, rice, birdseed, glitter confetti, liquid string, real rose petals (on the floor), etc. may not be used INSIDE the building.
- No tape, tacks, nails, etc. may be used on any surface-walls, columns, floors or doors. No cables, cords, wires, etc. are to be in the way of the guests.
- All floral material must be removed during the last hour of the rental time. The florist is responsible for leaving all decorated areas in the same condition as they were prior to the rental.
- All floral trash MUST be properly bagged and TAKEN to the trash dumpster in the side parking lot. There should be absolutely no floral trash left inside or outside the building after the event. Ali Events at Lakewood Staff is NOT responsible for trash.
- Anything left in the building is not the responsibility of Ali Events at Lakewood.



Grand Ballroom

5,000 Square feet total area

3,600 Grand Ballroom

Reception 300 Guests

Seated Dinner 200 guests

Theater Style 300 guests

Wedding ceremony/reception 300 guests

Restroom Areas

4 Unisex handicapped accessible restrooms are in the rear of the Grand Ballroom

Parking Areas

There are approximately 150 visitor parking places at Ali Events at Lakewood located in the front and rear of the building.



To be returned to Ali Events at Lakewood with Layout Sheet and damage deposit two weeks prior to event

INFORMATION SHEET

Name _____ Date of Event _____

Organization _____ # of Guests _____

Band/DJ _____ Telephone # _____

Rental Agency _____ Telephone # _____

Florist _____ Telephone # _____

Caterer _____ Telephone # _____

Photographer _____ Telephone # _____

Videographer _____ Telephone # _____

Items to be rented outside Ali Events at Lakewood: (chairs, tables, linens)

Will alcohol be served? _____ Will alcohol be sold? _____

Will admission be charged? _____



This contract must be returned with a deposit to reserve rental date

RENTAL CONTRACT

This RENTAL CONTRACT is made and entered into by and between Ali at Lakewood Events ("LESSOR") and

Name of Individuals _____

Organization _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Phone: Home #: _____ Work #: _____

Cell #: _____

What made you choose Ali at Lakewood Events as your venue?

This Rental Contract shall be for the use of the Grand Ballroom by Renter for the following function: (please be specific): (Dinner, wedding, meeting, etc.)

The term of this Rental Contract shall be for the following dates and times and in consideration of the rental of the Grand Ballroom, Renter shall pay fee as follows:

Date of Event: _____

Time Event Begins: _____ TimeEventEnds: _____

8 Hours Rented: _____ to _____

Total Rental Fee: _____ Non-Refundable / Non Transferable Deposit

Deposit Paid (50% of rental rate): _____

Damage Deposit Paid: _____



The Renter agrees to indemnify and hold harmless Ali Events at Lakewood and its directors, officers, employees and agents from any claims, damage, loss of or expense (including attorney's fees) arising out of the use of the premises by Renter's guests, invitees, agents or those such as caterers, musicians and others who are working for or with Renter.

The Renter is required to list Ali Events at Lakewood as an "Additional Insured" on the insurance policy.

The Renter shall find the premises to be in a clean, safe condition and hereby agrees to leave said premises and surrounding areas adjacent to Ali Events at Lakewood in a clean, safe condition. Failure of the Renter to adhere to this provision will subject Renter to additional charges for clean-up or repair. The Renter also agrees to abide by all rules and regulations which are attached and made a part of this contract and shall comply with all applicable laws, regulations and ordinances.

The Caterer's Rules, Florist's Rules and rental procedures and rules and regulations for Ali at Lakewood which are attached hereto, are incorporated into this contract. In the event Lessor shall find that renter intends to violate said rules, the Lessor reserves the right to cancel this contract and return all rent to the renter without further liability.

This Contract constitutes the entire agreement between the renter and Lessor and no alteration, change or modification hereof shall be binding upon the parties hereto unless the same shall be in writing and signed by each party.

Signature of Renter Date _____

Ali Events at Lakewood Representative Date _____