



**AUTREY MILL**  
NATURE PRESERVE  
HERITAGE CENTER

9770 Autrey Mill Road  
 Johns Creek, GA 30022  
 678-366-3511  
 events@autreymill.org  
 www.autreymill.org

**Facility Rental Form**

**Renter's Information**

Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Rental Information** Event Date: \_\_\_\_\_

Event Type: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

| <b>Rental Fees</b>  |                             |                                 | Fee |
|---------------------|-----------------------------|---------------------------------|-----|
| <u>Facility Fee</u> | Arrival<br>(includes setup) | Departure<br>(includes cleanup) |     |
| 1.                  |                             |                                 |     |
| 2.                  |                             |                                 |     |
| 3.                  |                             |                                 |     |
| <u>Staff Fee</u>    |                             |                                 |     |
| <u>Total Fees</u>   |                             |                                 |     |

**Signatures**

\_\_\_\_\_  
 Renter or Agent Date

\_\_\_\_\_  
 Representative of Autrey Mill Nature Preserve Association, Inc. Date

| <b>Payments</b>                         | <b>Staff Use</b>           |
|---|----------------------------|
| Reservation Deposit (50% of rental fee) | \$ _____ Received on _____ |
| Security Deposit                        | \$ _____ Received on _____ |

## Procedures for Facility Rental

1. All rentals will be based on availability. Autrey Mill reserves the right to refuse requests to rent its facilities to person(s) who Autrey Mill determines in its sole discretion may conduct activities that: (i) could be detrimental to public health or safety; (ii) could endanger the property of Autrey Mill or the City of Johns Creek; (iii) would be inconsistent with the not-for-profit status of Autrey Mill; (iv) would be inconsistent with public ownership of the property by the City of Johns Creek or (v) would be inconsistent with the mission of Autrey Mill.
2. In addition, Autrey Mill will not accept applications for rental for parties, dances, or other events open to the general public.
3. A Reservation Deposit of 50% of the rental fee plus a Security Deposit (amount determined by event) must be submitted with the completed application and signed contract.
4. Applications are subject to the approval of Autrey Mill. A written confirmation will be sent to the renter upon approval. Once the application is approved and confirmed, the Reservation Deposit is not refundable if the renter cancels the rental for any reason.
5. The remainder of the rental fee is due at least 60 days prior to the date of the event. Failure to submit payment at that time will void the rental agreement and forfeit the Reservation Deposit already received.
6. Payments must be made by check (payable to Autrey Mill Nature Preserve).
7. The renter is responsible for any damages that occur to Autrey Mill facilities or property during the rental. In the event there is no property damage or significant exceedance of the rental period, Autrey Mill will refund the renter their Security Deposit within thirty (30) days after the event. Overage in rental hours, any damages, or cleaning to restore the facility to its prior condition will be deducted from the security deposit.
8. Refund policy if the renter cancels a rental for any reason:
  - The Reservation Deposit is non-refundable.
  - Refunds of any additional rental payments
    - ◇ For event rentals of \$500 and over, no refund if cancelled within 60 days of the event date.
    - ◇ For event rentals of under \$500, no refund if cancelled within 30 days of the event date.

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Renter or Agent

Date

## Facility Use Rules and Policies

In accordance with Autrey Mill's mission, those that use its facilities or grounds for special events have a responsibility of stewardship for our historic buildings, exhibits, and natural surroundings and a responsibility to respect the park's visitors and its neighbors.

### 1. **Capacity**

Attendance is limited to the maximum occupancy of the facility as established by Autrey Mill and the City Fire Marshall. The renter must provide Autrey Mill with an approximate guest count at the time of booking and a final guest count 30 days prior to the event. The presence of more than the permitted number of guests will result in the loss of a portion, or all of the security deposit.

### 2. **Event Space**

Events must be planned so that areas within the Autrey Mill complex that are not subject to the rental agreement will not be unreasonably affected.

### 3. **Event Time**

Events must end by 11:00 p.m. with cleanup immediately following. The event rental period will account for setup, breakdown, and cleanup time.

### 4. **Security**

For certain events the renter may be required, at renter's expense, to hire a private security guard to be present for the duration of the event.

### 5. **Liability**

The renter is responsible for any and all damage to the premises, equipment, or property of Autrey Mill and will be held liable for all actions, behavior, and damages caused by her/his guests or attendees.

### 6. **Autrey Mill Event Coordinator**

Autrey Mill's Event Coordinator's presence at events is to familiarize people with the facility, ensure the safety of the historic buildings and grounds, and to see that the terms of the rental agreement are followed. They are not responsible for any setup or breakdown at an event. Based on event, there may be an additional hourly staff fee.

### 7. **Vendors**

- All vendors must be approved by Autrey Mill.
- Renter will provide Autrey Mill with a list of all vendors making deliveries and must coordinate delivery times with the Autrey Mill Event Coordinator.

### 8. **Caterers**

- Caterers must be approved by Autrey Mill.
- A caterer is required for use of kitchen facilities beyond a limited use of sink and refrigerator.
- No utensils, cookware, silverware, dinnerware, linens, or other service ware is provided.
- The caterer, or renter, is responsible for setup and breakdown of all tables and chairs, beverage bars, and all other paraphernalia related to the event, including equipment provided by Autrey Mill.

**9. Rental Equipment**

The renter and caterer must supply all equipment necessary for any event. This includes tables, chairs, linens, trashcan liners, utensils, dinnerware, etc. Deliveries, setup of equipment, or installation must be coordinated with the Autrey Mill Event Coordinator.

**10. Tents**

Tents can be erected in designated locations by professional, insured companies. Permission to erect a tent and delivery and setup times must be approved by the Autrey Mill Event Coordinator.

**11. Parking**

Because of limited parking on site, any event with 25 or more cars may require (at renter's expense) a parking attendant and/or shuttle service to a nearby parking lot.

**12. Music**

Amplified music or entertainment is subject to prior approval by the Autrey Mill Event Coordinator. Music and entertainment cannot exceed (TBD) decibels and must end by 10:00p.m.

**13. Alcohol**

No alcohol is permitted.

**14. Smoking, Candles, Fires, Grills**

- No smoking is permitted.
- Open flames are prohibited on the entire property with two exceptions
  - ◊ Caterers are permitted to use sterno in the Summerour House to keep food warm.
  - ◊ Campfires are permitted in designated areas and only with previous approval of Autrey Mill.
- Grilling is restricted to designated areas and only with permission.

**15. Decoration**

- Nothing may be hung, nailed, stapled, or taped to any of the walls, ceilings, floors, woodwork, or furnishings at Autrey Mill. Renters may wrap ribbon or other non-abrasive material around the outdoor porch and stair railings.
- Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak.
- The renter is responsible for setting up and breaking down all decorations for an event. The renter may enter the facility during designated set-up hours listed in the contract to decorate. The renter may not decorate prior to their contracted event time.
- Renters will not post any signs, posters, or banners without the prior approval of the Autrey Mill Event Coordinator.

**16. Birdseed, Rice, Confetti**

17. No confetti, glitter, or rice may be thrown or distributed either inside or outside at Autrey Mill. Birdseed may be thrown and bubbles may be used outside. Only silk rose petals may be used inside buildings, as real petals will stain the historic properties. Sparklers or any other type of pyrotechnics are not permitted on the grounds of Autrey Mill.

17. **Rehearsal**

Requests for wedding rehearsal time must be indicated on the application and scheduled in advance with the Autrey Mill Event Coordinator.

18. **Photography**

Professional photographers need prior approval for photography sessions. A fee may be charged.

19. **Publicity**

Press or other media coverage concerning Autrey Mill must be cleared through the Autrey Mill Event Coordinator.

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Renter or Agent

Date