

## BUILDING RENTALS

If you are looking for a place to hold a special event, birthday party, baby shower, etc., The City of Sylvester offers building rental opportunities for your needs. Buildings and rates are listed below:

| Building:  | Address                                | Cost                |   |          |                                | Hours   |          | Chairs | 8-Foot Tables | Round Tables | Capacity |
|--|--|---------------------|---|----------|--------------------------------|---------|----------|--------|---------------|--------------|----------|
|  |  | Deposit (cash only) | Rental  | Total    |                                | From    | To       | Total  | Total         | Total        | Total    |
| Henry Hall Woolard Center  | 701 W Wallace St                       | \$150.00            | \$220.00  | \$370.00 | Can pay either or both to hold | 7:00 AM | 12:30 AM | 131    | 26            | 10           | 100      |
| Mary Alice Shipp Center (includes kitchen area)  | 710 W Price St                         | \$150.00            | \$220.00  | \$370.00 | Can pay either or both to hold | 7:00 AM | 12:30 AM | 56     | 2             | 13           | 75       |
| Jeffords Park (the Hut)  | E Willingham/ Westberry/ Franklin/Main | \$50.00             | \$120.00  | \$170.00 | must pay full amount           | 7:00 AM | 10:00 PM | 59     | 10            | 1            | 60       |
| Jeffords Park Stage  | E Willingham/ Westberry/ Franklin/Main | \$50.00             | May be rented in conjunction with The Hut or separately |          |                                |         |          |        |               |              |          |
| Shipp Park (Currently under)   | 130 Wenona Dr                          | \$50.00             | \$120.00  | \$170.00 | must pay full amount           | Dawn    | Dusk     | 79     | 7             | 9            | 50       |
| <p>* Deposit is refundable (pending inspection) and must be paid by <u>cash only</u>/ rent may be paid with card, cash, check, etc</p> <p>* For Jeffords Park &amp; Curtis T. Shipp Ctr. the full \$170 has to be paid at the time the building is being rented</p> <p>* For Woolard Center, M A Shipp Center, you may pay either rent, deposit or both to reserve, with the balance being due by the day you pick up your key</p> |  |                     |   |          |                                |         |          |        |               |              |          |

### KEY HIGHLIGHTS:

- Please come to the Depot (102 S. Main St) to complete an application and pay the deposit/rental fee to reserve your intended building.
- All buildings are first-come/first-serve, we do not hold buildings until they have been properly reserved.

- Keys may be picked up the day before the building is rented. In the instance that your rental day falls on the weekend, please pick your key up the Friday before.
- All keys are due back the next business day by 5:00. You may put the key in the overnight drop box or bring it inside the depot office.
- Bouncy houses and/or water slides are **not** allowed at any of the buildings.
- **No** alcoholic beverages are permitted at any building rentals.
- If you are having an event that you will be charging a fee for or need to have roads closed, it is your responsibility to let the clerk know. **There is a separate event form/road closure form that will need to be completed and approved by management before you may hold your event.**