

# SACRED HEART CULTURAL CENTER

Thank you for your interest in Sacred Heart Cultural Center's unique restored historic setting. Our goal is to provide you with unsurpassed personal attention for any occasion.

Constructed in 1898, this former Catholic Church is distinguished by its Romanesque Revival architecture, fifteen unique brick styles, imported stained glass windows and intricately carved Italian marble. Now a cultural center, Sacred Heart 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.

## **Equipment Included with Rental**

(if additional tables/chairs are needed, they will be the responsibility of the renting party)

14 -5' round tables

14 -8' long tables

3 -4' round tables

300 chairs

Sound System – lapel, mic on stand

Baby Grand Piano

## **Included in Rental**

Separate Dressing Rooms for Bride and Groom

Lush Courtyard Adjacent to the Great Hall (Renters must provide tables/chairs if needed for outside use)

Use of Facility & Courtyard for Bridal Portraits

## **Rental Fees:**

Saturdays & Holidays: 12 hour minimum \$2,000.00

Sunday & Friday: 12 hour minimum \$1,700.00

Monday – Thursday\*: \$900.00

Deposit Required (Non-refundable, Non-transferable) \$900.00

Damage Deposit, due two weeks before event \$200.00

Use of Organ \$100.00

Additional hours per hour \$70.00

\*call for special weekday offers

An Augusta Richmond County Ordinance requires that a fireman and policeman be on duty during the hours of the event.

- Any event where alcohol is served (regardless of guest count) requires a Richmond 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. Richmond County Deputy has the right to end beverage services at his/her discretion.
- Events with 100 or more guests are required to have an Augusta Firefighter on duty during event hours.
- Certain events with over 250 guests may be required to have additional deputies on duty during event hours.
- Deputy and Firefighter Fees:
- Hourly fees \$22 per hour; \$25 Sunday/Holidays (4 hour minimum) To be paid at start of event.

A Sacred Heart Representative will schedule the Fire and Police within thirty days of the event. Renter is responsible for payment to the Fire and Police on the day of the event.

# SACRED HEART

## CULTURAL CENTER

### RENTAL PROCEDURES

- To reserve a date for the use of the Great Hall, Sacred Heart requires a signed contract and deposit paid.
- Balance of the rental fee must be paid 60 days before the event.
- Cancellation of the event will result in a loss of all funds paid to date.
- Sacred Heart Cultural Center will not enter into a contract with anyone under twenty-one (21) years of age.
- Due to the historic value and age of the building, construction which could include scaffolding may be on site during the event.
- One hour rehearsal time for a wedding is provided by Sacred Heart Cultural Center. The date and time will not be scheduled until 60 days before the event. The renter must contact the Sacred Heart office to schedule the time.

**Sacred Heart is a non-profit institution and its historical and architectural significance is unique to the community. The Staff is responsible for the protection of this historic facility; therefore, the following rules and regulations are required:**

- Renter will be help responsible for all actions of his caterer, florist, band, D.J., guests and anyone involved with event.
- The Staff of Sacred Heart Cultural Center **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 in the Great Hall, Kitchen, or Conference Room 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 Sacred Heart Cultural Center.
- No staples, nails, tacks, tape or other items may be affixed to the columns, floors, walls, windows, doors, or furniture.
- No items may be draped or wrapped on the Stations of the Cross or the Statues on the Altars.
- 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 Sacred Heart Cultural Center.
- 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
- Sacred Heart Cultural Center 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. Sacred Heart Cultural Center reserves the right to insist that guests, caterers, florist, band members, etc. leave the building at the agreed time.
- Sacred Heart Cultural Center will not assume responsibility for any items left by anyone in the building.
- Any publicity concerning Sacred Heart Cultural Center must be cleared and approved by the Executive Director of Sacred Heart Cultural Center.

# SACRED HEART

## CULTURAL CENTER

### 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. Sacred Heart Cultural Center reserves the right to disprove any caterer who has previously violated the rules or conducted himself 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.
- No food or drink may be served from any of the altars or on any of the carpeted areas in the Great Hall.
- 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 side parking lot.** There should be **absolutely no trash left inside or outside the building after the event. Sacred Heart Staff is NOT responsible for trash.**
- Sacred Heart Cultural Center 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 Sacred Heart Cultural Center. Caterers must be aware of security at all times. Outside doors to the kitchen must be kept locked.

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### 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. Sacred Heart Cultural Center 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 Sacred Heart 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. Sacred Heart Staff is NOT responsible for trash.**
- Anything left in the building is not the responsibility of Sacred Heart Cultural Center.

# SACRED HEART

## CULTURAL CENTER

### **Great Hall**

7000 sq ft total area

Length of room from back doors to stage steps – 100 feet

Width of Great Hall is 60 feet

Capacity for reception – 500 standing

Will seat up to 600 theatre style

Will seat up to 240 banquet style

Raised stage area – 33' x 19'

### **Restroom Areas**

Men's and Ladies' restrooms are downstairs.

Handicapped restroom facility is in west round room off Great Hall.

### **Kitchen**

A caterer's kitchen off the Great Hall is available to serve food.

Equipment includes: gas stove with double ovens, triple sink, double door refrigerator, freezer, ice maker (about 400lbs) and warming oven.

### **Parking Areas**

There are approximately 190 visitor parking places at Sacred Heart Cultural Center located in the lot across the street and to the left of the building and grounds.

There are approximately 100 additional places in the surrounding area.

# SACRED HEART

## CULTURAL CENTER

To be returned to Sacred Heart Office with Layout Sheet and damage deposit two weeks prior to event

### INFORMATION SHEET

Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Organization \_\_\_\_\_ Number of Guest Expected \_\_\_\_\_

Caterer \_\_\_\_\_ Telephone # \_\_\_\_\_

Florist \_\_\_\_\_ Telephone # \_\_\_\_\_

Pianist/Organist \_\_\_\_\_ Telephone # \_\_\_\_\_

Band/DJ \_\_\_\_\_ Telephone # \_\_\_\_\_

Rental Agency \_\_\_\_\_ Telephone # \_\_\_\_\_

Photographer \_\_\_\_\_ Telephone # \_\_\_\_\_

Items to be rented outside Sacred Heart:  
(chairs, tables, linens)

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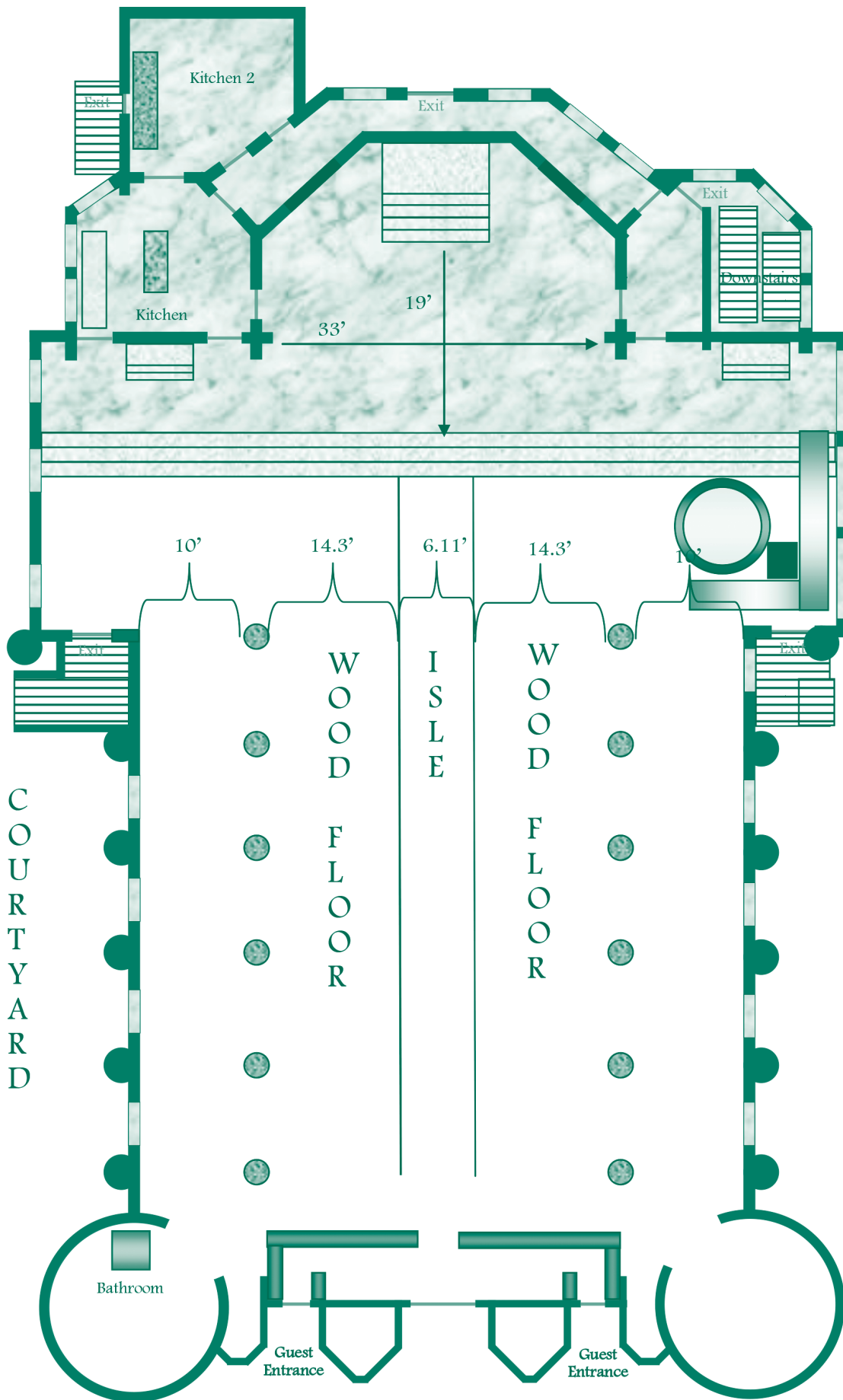
Areas Requested:

Great Hall \_\_\_\_ Kitchen \_\_\_\_ Dressing Rooms \_\_\_\_ Courtyard \_\_\_\_

Equipment Requested:

Organ \_\_\_\_ Grand Piano \_\_\_\_ Tables: 8' long # \_\_\_\_ 5'round # \_\_\_\_ 4'round # \_\_\_\_ Chairs # \_\_\_\_

Will alcohol be served? \_\_\_\_\_ Will alcohol be sold? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_



Notes:  
 From the front doors to the altar steps is 100'  
 Wood floor starts 6.5' from the altar steps  
 From altar steps to first column is 20'

# SACRED HEART CULTURAL CENTER

**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 SACRED HEART CULTURAL CENTER, INC. ("LESSOR") and

Name of Individuals \_\_\_\_\_

Organization \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

This Rental Contract shall be for the use of the Great Hall by Renter for the following function: (please be specific):  
(Dinner, reception, 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 Great Hall, Renter shall pay fee as follows:

Date of Event: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

12 Hours Rented: \_\_\_\_\_ to \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_ Non-Refundable / Non Transferable Deposit Paid: \_\_\_\_\_

Damage Deposit Paid: \_\_\_\_\_

The Renter agrees to indemnify and hold harmless Sacred Heart Cultural Center, Inc. and its directors, officer, 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 shall find the premises to be in a clean, safe condition and hereby agrees to leave said premises and surrounding areas adjacent to Sacred Heart 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 Sacred Heart Cultural Center 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 \_\_\_\_\_

\_\_\_\_\_  
Sacred Heart Representative Date \_\_\_\_\_

**SACRED HEART**  
CULTURAL CENTER

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