



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 Byzantine architecture, fifteen unique brick styles, imported stained glass windows and intricately carved Italian marble. Now a non-profit cultural center, Sacred Heart offers the perfect venue for your special event.

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

Included in Rental

- Separate Dressing Rooms for Bride and Groom
- Lush Courtyard Adjacent to the Great Hall (Renters must provide tables/chairs, other than cocktail tables, if needed for outdoor use)
- Use of Facility & Courtyard for Bridal Portraits – scheduled during office hours by appointment only.
- Use of catering kitchen
- 1.5 hours for rehearsal (scheduled for the week of the wedding, depending on availability)

Equipment included with Rental (for indoor use only)

(If additional tables/chairs are needed, they are the responsibility of the renter)

18 -5ft round tables

15 -8ft rectangular tables

5 – 6ft rectangular tables

3 -4' round tables

275 banquet-style chairs (dark green)

Sound System – lapel and cordless mic on stand (not appropriate for DJ music)

Baby Grand Piano and Organ

10 30" Cocktail Tables – may be used indoors or outdoors, weather permitting.

**Renters are responsible for table linens.*

A completed contract and non-refundable deposit must be submitted to Sacred Heart in order to reserve a date. All deposits and venue rentals paid are non-refundable or transferable.

Rental Fees:

Saturdays & Holidays, 12-hour rental:

\$3,000.00

Sundays & Fridays, 12-hour rental:

\$2,500.00

**Friday, Saturday and Sunday Rental Deposit*

\$1000.00

Monday – Thursday* 12-hour rental:

\$1,5000.00

**Weekday Rental Deposit*

\$500.00

Damage Deposit, due two weeks before the event.

\$200.00

Optional Additional Hours on rental day:

\$150.00 per hour

Optional: To reserve the night before a 12-hour rental, when the previous night is available and paid for at the same time as the 12-hour rental deposit, the renter may have private access to Sacred Heart from 5:00 - 9:00 pm for a rehearsal and dinner. Renting this time ensures that the day will not be otherwise rented and allows early, non-private access to the Great Hall for decorating and vendor set-up beginning at 10:00 am. **Cost is \$450.**

**Credit Card Fee: All debit and credit card payments will be charged a 3.5% processing fee. If you would like to avoid the processing fee, you may pay by cash, check or money order.*

Minimony Ceremony Package

\$500.00 (4-hour rental)

Planning a small wedding? A special wedding package has been developed just for you.
Full payment is due at the time of the booking.

- Package available Monday -Thursday, 4-hour rental between 9:00 a.m. – 9:00 p.m. (including rehearsal time)
- Option to purchase up to two additional hours for \$150.00 per hour, maximum of 6 hours.
- Availability for up to forty guests (wedding party included)
- The event can take place in the Great Hall or in our Courtyard Garden

Cancellation Policy and Building Occupancy Information:

The Renter acknowledges and agrees that the client's cancellation of the event, at any time prior to the scheduled date of event, would cause Sacred Heart Cultural Center the lost opportunity to schedule an event on the date reserved for the Client and a loss of revenue. ***Therefore, all deposits, and venue rentals paid are non-refundable and non-transferable.***

Building occupancy, rules and procedures are subject to change to comply with local, state and or federal restrictions due to pandemic, epidemic or other unforeseen circumstances.

Police and Fire Coverage (not included in the rental fee)

Due to the age and historic nature of the building, police and fire officials, depending on guest size, are required to be on site even if alcohol is not being served. 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. A Sacred Heart Representative will schedule Fire and Police within thirty days of the event. ***Renter is responsible for payment to Fire and Police on the day of the event.***

- Events with fewer than 100 guests require one Police Officer on duty during event hours, beginning 30-minutes prior to event starting time until 30-minutes after event ends.
- Events with more than 100 but fewer than 250 guests require one Police Officer and one Fire Official on duty during the event. The Fire Official must arrive 30 minutes prior to opening the doors to guests, typically one hour prior to the beginning of the event.
- Certain events with more than 250 guests may be required to have additional deputies on duty during event hours.
- Deputy and Firefighter Fees:
 - The hourly rate for police and fire officials is **\$40.00 per hour, per official with a 3-hour minimum.** They are to be paid in cash at the start of the event. (Rate is subject to change by Richmond County).

Rental Procedures

- To reserve a date for the use of the Great Hall, Sacred Heart requires a signed contract and non-refundable deposit paid.
- The balance of the rental fee is due *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 a contract with anyone under twenty-one (21) years of age.
- Weddings are allowed 1.5 hours for a rehearsal at Sacred Heart Cultural Center. The date and time will not be scheduled until 60 days prior to the event. Rehearsal time will be scheduled within the same week as the wedding date but is not guaranteed on the day before. If you need to rehearse on the day of your event, an extra 1.5 hours may be added to your 12-hour rental at no additional charge.
- Due to the historic value and age of the building, we require our renters to follow the building guidelines so that our guests help protect our beautiful venue.

Building Guidelines

Sacred Heart Cultural Center is a 150-year-old former Catholic Church and is preserved by a non-profit organization. Its historical and architectural significance is unique to the community. Event Staff is responsible for the protection of this historic facility; therefore, the following rules and regulations are required:

- Renter will be held responsible for all actions of the hired caterer, florist, band, D.J., guests and anyone involved with event. Renter is responsible for sharing the Caterer's Rules and the Florist's Rules with their vendors.
- *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, or 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. Small rugs are provided to cover cords.
- 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.
- Only support animals are permitted on the grounds of Sacred Heart Cultural Center, without specific permission.
- *Prohibited items inside the building:* helium balloons, rice, birdseed, glitter, confetti, real rose petals. Liquid string may not be used INSIDE or OUTSIDE the building.
- Bubble machines or smoke machines are not allowed on premises without specific permission.
- Cold Sparklers are permitted for use.
- Adhesive dance floors, runners and custom labels are prohibited. **NO TAPING** is allowed on the Great Hall floor. Rugs to cover exposed electrical cords are provided.
- 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.

Building Guidelines continued:

- All functions are to end at the time specified by the contract. The Sacred Heart Cultural Center reserves the right to insist that guests, caterers, florists, band members, etc. leave the building at the agreed time.
- Sacred Heart Cultural Center does not assume responsibility for any items left by anyone in the building. However, items left behind will be kept in lost-and-found for 30 days before they are donated.
- Any publicity concerning Sacred Heart Cultural Center must be cleared and approved by the Executive Director of Sacred Heart Cultural Center.
- Renter must designate someone to stay during clean-up hour. This person is responsible for making sure the rental contract has been followed and all facility requirements have been met.
- DJ or band must set-up on the opposite side of the kitchen area. This allows them to use a different power source from the kitchen.
- Music must end at the start of the clean-up hour, as outlined in the rental agreement. Sacred Heart Event Staff is authorized to turn on lights and instruct the music to be stopped at the contracted time.

Addendums

Arbitration

Any and all disputes or disagreements arising between the parties out of this Contract upon which an amicable understanding cannot be reached shall be decided by arbitration in accordance with the procedural rules of the American Arbitration Association. The parties to this Contract agree to be bound by the decision of the arbitrator(s). The arbitration proceeding shall take place in Richmond County, Georgia, unless another location is mutually agreed to by the parties to this Contract. The cost and expenses of the arbitrators shall be shared equally by the parties to this Contract. Each Party shall be responsible for its own costs and expenses in presenting the dispute for arbitration.

Force Majeure

Sacred Heart Cultural Center shall not be liable or responsible to Renter, nor be deemed to be defaulted or breached in this Contract, for any failure or delay in fulfilling or performing any term of this Contract when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Sacred Heart Cultural Center including, but not limited to, acts of God, flood, fire, earthquake, hurricane or a named weather event, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, revolution, insurrection, epidemic or pandemic (whether viral or bacterial), quarantine, any government action such as shelter in place order, lock-outs, strikes or other labor disputes (whether or not relating to Sacred Heart Cultural Center's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials, materials or telecommunication breakdown or power outage (each a "Force Majeure Event"). Building occupancy, rules, and procedures are subject to change to comply with local, state, and federal restrictions due to any Act of God or other unforeseen circumstances.

Notices

All notices, requests, consents, claims, demands, waivers and other communications under this Contract must be in writing and addressed to the other Party at its address set forth below (or to such other address that the receiving Party may designate from time to time in accordance with this Section). Each Party shall deliver all notices by personal delivery, nationally recognized overnight courier (with all fees prepaid), facsimile or email (with confirmation of transmission), or certified or register mail * in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Contract, a notice is effective only (a) upon receipt by the receiving Party and (b) if the Party giving the notice has complied with the requirements of this Section.

Indemnification

The Renter agrees to indemnify and hold harmless Sacred Heart Cultural Center, Inc. and its directors, officers, employees and agents from any claims, damage, loss of or expenses (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

Caterer's Rules

Renter is responsible for the actions of the caterer and responsible for communicating the following rules. 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 disapprove 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. (Unless prior arrangements are made with Sacred Heart).
- 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, with cleaning products brought or provided.
- Bar set-ups **MUST** have protective material under all ice chests 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 provides garbage cans with first bags. The caterer is responsible to supply additional trash bags, dish detergent and bar towels.
- All food, beverages, and equipment must be removed from the premises during 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.

Florist's Rules

Renter is responsible for the actions of the florist and responsible for communicating the following rules. 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 renter 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 or flameless 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 including walls, columns, floors or doors. No cables, cords, wires, etc. are to be in the way of the guests. If cords must be used, they must be covered by rugs with several provided by Sacred Heart.
- 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.



Facility Dimensions

Great Hall

- 7,000 sq ft total area in Great Hall
- Length of room from front doors to stage steps – 100 feet
- Width of Great Hall- 60 feet
- Raised stage (altar) area – 33' x 19'

Guest capacity:

- Banquet style/table seating – 275
- Theater-style seating – 425
- Standing room only – up to 500

Courtyard

40 ft in length

30 ft in width

Restroom Areas

Largest men's and ladies' restrooms are on first floor.

Single, accessible restroom is in west round room of the Great Hall.

Kitchen

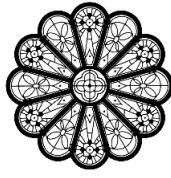
A caterer's kitchen off the Great Hall is available to serve food.

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

Parking Areas

There are approximately **190** visitor parking places at Sacred Heart Cultural Center located in the lot across Greene Street and to the left of the building and grounds, in the Red Cross parking lot.

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 # _____

Coordinator/Day of Planner _____ Telephone # _____

Bartender _____ Telephone # _____

Decorator _____ Telephone # _____

Person designated to be present at the end of the rental time to ensure the contract has been fulfilled at the end of the rental event:

Name: _____ Telephone # _____

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

Areas Requested:

Great Hall _____ Kitchen _____ Dressing Rooms _____ Courtyard _____

Equipment Requested:

Organ ___ Grand Piano ___ Tables: 8' rect. # ___ 5' round # ___ 4' round # ___ Chairs # ___

Will alcohol be served? _____ Will alcohol be sold? _____ Will admission be charged? _____

Sacred Heart

Cultural Center

This contract must be completed along 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 Individual(s) _____

Organization: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Phone Home #: _____ Work #: _____ Cell #: _____

How did you hear about us? _____

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 date and times and in consideration of the rental of the Great Hall, Renter shall pay fee(s) as follows:

Total Rental Fee: \$ _____ **Non-Refundable/ Non-Transferable Deposit Paid:** \$ _____ **Damage Deposit:** \$ _____

Additional Time Reserved: _____ at \$ _____. **Paid \$** _____

Date of Event: _____ **Event Begins:** _____ **Event Ends:** _____

12-Hour Rental Time (*Last hour of rental is reserved for clean-up*): _____ to _____ *4-Hour Minimony

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.

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.

**I acknowledge my acceptance of the Police/Fire and Cancellation Policies: Renter's Initials:* _____

Signature of Renter Date _____

Signature of Sacred Heart Representative Date _____

(Contract updated 2/2025)

