

**The Comer Inn Inc.**  
**439 Broadway**  
**Columbus, Georgia 31901**  
 Contact Travels By Donna for Reservations (706) 322-2323  
 www.thecomerinn.com or travelsbydonna@knology.net

### **The Comer Inn Rates**

**The contact includes the application, planning worksheet, agreement, and house rules.**

| <b>Client Contact Information/ Application</b>                     |                     |                                 |
|--|---------------------|---------------------------------|
| <b>Name of Client: Renting Organization or Individual</b>          |                     |                                 |
| <b>Date Requested</b>  | <b>Hours needed</b> | <b>Wedding Date / Rehearsal</b> |
| <b>Type of Function:</b>   |                     |                                 |
| <b>Number of people attending event :</b>                          |                     |                                 |
| <b>Contact Information :</b>                                       |                     |                                 |
| Name   | E-mail address      |                                 |
| Address, City, State   |                     |                                 |
| <b>Phone Numbers :</b>   |                     |                                 |
| Day  | Evening             |                                 |
| Cell   | Fax                 |                                 |
| <b>Contact Information for Billing (if different than planner)</b> |                     |                                 |
| Name   | E-mail address      |                                 |
| Address, City, State   |                     |                                 |
| <b>Phone Numbers :</b>   |                     |                                 |
| Day  | Evening             |                                 |
| Cell   | Fax                 |                                 |
| <b>Additional Contact Information:</b>                             |                     |                                 |
| Address:   | E-mail address      |                                 |
| Home phone   | Cell Phone          | Work Phone                      |
| <b>Event Date and Time:</b>  |                     |                                 |
| <b>Special Instructions</b>  |                     |                                 |

## The Comer Inn Rates

| <b>The Comer Inn Facilities</b>  |   | <b>Number of Hours</b>   | <b>Special Details</b>  | <b>Additional Costs</b> | <b>Total</b> |
|--|---|--------------------------|---|-------------------------|--------------|
| Monday thru Thursday evenings<br>4 hour minimum                                  | \$125.00<br>Per Hour                        |                          |   |                         |              |
| Friday or Saturday Overnight Wedding or Reception Package<br>4:00 pm to 10:00 pm | \$1850.00                                   |                          | Includes use of Tables, Chairs, Stereo System, Set Up and Take down of Chairs and Tables, Cleaning fee, Overnight Room, Taxes.  | Damage Deposit \$200.00 |              |
| Luncheon / Meeting<br>11:00am until 2:00pm                                       | \$300.00<br>Extra hour rate is \$125.00     |                          |   |                         |              |
| Friday or Saturday Wedding / Reception /Party Package<br>9:00am to 10:00pm       | \$1200.00                                   |                          | Includes use of Tables and Chairs, Stereo System, Set up and take down of chairs and tables, Cleaning Fee, Outdoor Fans, Taxes. | Damage Deposit \$200.00 |              |
| Friday or Saturday Night Meeting 2 hour Minimum                                  | \$150.00<br>Per Hour                        |                          |   |                         |              |
| <b>Breakfast Meeting 7:00am until 10:00am</b>                                    | <b>\$300.00 Extra hour rate is \$125.00</b> |                          |   |                         |              |
| 60" Round Tables (2)   |   |                          |   |                         |              |
| 48" Round Tables (12)  |   |                          |   |                         |              |
| 6' Rectangle Tables (4)  |   |                          |   |                         |              |
| White Chairs (100)   |   |                          |   |                         |              |
| Set-up & Take-Down Fee   |   |                          |   |                         |              |
| Golf Cart Rental additional  |   |                          |   |                         |              |
| Driver additional  |   |                          |   |                         |              |
| Chaffing Dishes  |   |                          |   |                         |              |
| Coffee Service   |   |                          |   |                         |              |
| Stereo System  |   |                          |   |                         |              |
| Pop Corn Machine   |   |                          |   |                         |              |
| Outdoor Drink Cooler   |   |                          |   |                         |              |
| Security Personnel additional  |   |                          |   |                         |              |
| <b>Food Items</b>  | <b>Cost Per Item</b>                        | <b>Number</b>            | <b>Specific Details</b>   | <b>Additional Costs</b> | <b>Total</b> |
| Snacks   |   |                          |   |                         |              |
| Beverages  |   |                          |   |                         |              |
| <b>Contract Services</b>   | <b>Signed Contract</b>                      | <b>Insurance on File</b> | <b>Name of Provider</b>   | <b>Additional Costs</b> | <b>Total</b> |
| Caterer  |   |                          |   |                         |              |
| Florist  |   |                          |   |                         |              |
| Decorator / Planner  |   |                          |   |                         |              |
| Bartender  |   |                          |   |                         |              |
| DJ / Music   |   |                          |   |                         |              |
| Photographer   |   |                          |   |                         |              |

|                                 |  |  |                               |          |    |
|---------------------------------|--|--|-------------------------------|----------|----|
|                                 |  |  | <b>Total for all Services</b> |          |    |
|                                 |  |  | <b>Taxes</b>                  |          | \$ |
|                                 |  |  | <b>Non Refundable Deposit</b> | \$500.00 | \$ |
|                                 |  |  | <b>Down Payment</b>           |          | \$ |
|                                 |  |  | <b>Balance Due</b>            |          | \$ |
| <b>Comer Inn Staff Initials</b> |  |  | <b>Clean-up Fee / Damage</b>  |          |    |
| <b>Client Inn Initials</b>      |  |  | <b>Security Deposit</b>       |          |    |

Note: Upon contract approval, the \$500.00 deposit must be made to consider the contract finalized. If the total charge is less than the \$500.00, the event charge is expected at the time of booking. The Comer Inn requires 50% of the estimated total cost of your event paid 30 days prior to your event date. All estimated remaining balances must be paid in full 2 weeks prior to your event. See Deposit, Refunds, Balances, and Cancellations in the Agreement and House Rules section.

### **Agreement and House Rules**

#### Contact Information for The Comer Inn

Donna Comer Cell (706) 575-5197 / Home (706) 563-4311 / Frank Comer Cell (706) 573-0189

Contact Travels By Donna for Reservations (706) 322-2323

Travels By Donna Fax (706) 322-3650

www.thecomerinn.com or travelsbydonna@knology.net

#### Facility Specifications

The Comer Inn is one story with approximately 2,300 square feet. The Founders Bedroom has approximately 173 square feet, seats 11 people, and has a separate bath. The Magnolia Room has approximately 268 square feet, seats 18 people, and connects with two baths. The Azalea Room has approximately 537 square feet and seats 36 for a seated dinner. The Inn has 3 bathrooms and one full kitchen.

#### Seating arrangements

The Comer Inn can host 65 at a seated dinner or 120 for a buffet. Seating can be either banquet or round tables.

The garden will hold a 20 x 30 tent for additional seating.

#### The Comer Garden

A covered deck opens into the garden which can accommodate a 20 x 30 tent. The garden overlooks Founders Park with a beautiful fountain and gazebo. Inquire about tent rental, chairs, and tables.

#### Event Hours

The Comer Inn is available 7 days a week. Hourly charges may apply. Please see our rental sheet for details. Event hours start with the first person's arrival and extend to the last person's departure time. This includes caterer, florist, or other event-affiliated persons unless the house is occupied overnight at an overnight rate. The hours do not include the time that the Inn staff is preparing for the event. Amplified sound and events must cease at 10:00 pm excluding clean-up and related activities.

#### Equipment

All tables and chairs must be used from The Comer Inn unless otherwise arranged.

#### Event Planning

A minimum of 2 consultations are required between the client and a member of The Comer Inn staff. The initial consultation will determine rental, labor, food, beverages, equipment needs, etc., and the follow-up meeting is to review and confirm all details.

Upon acceptance of the application and acceptance of The Comer Inn policies and procedures, rental rules, rental rates, and payment information, reserved dates will be granted. Upon signing of the contract and payment of the deposit, events are considered finalized.

#### Rental Rates may vary plus Tax:

Monday thru Thursday evenings: \$125.00 (four hour minimum)

Friday or Saturday Overnight Wedding Package 4:00 pm until 10:00 pm:

Luncheon/Meeting Rates per Hour: \$125.00 (two hour minimum)

Pre-wedding overnight stay for Bride: Package includes a bottle of champagne, chocolates, and continental breakfast basket. Check-in 3:00 pm and check-out 10:00 am. Regular rental rates apply after check out.

#### Food Items

Soft drinks and bottled water can be provided at a cost of \$1.00 each. Snacks are available for a small charge. To arrange for beverages or snacks, please contact The Comer Inn 48 hours before your event.

#### Contract Services

Caterer, Florist, Decorator, Planners, Bartenders, etc.

Choice of caterer, rental companies, and other services are subject to the discretion of The Comer Inn. The Comer Inn reserves the right of final approval of caterers. Caterers must provide their own trash bags. Failure to do so may result in additional clean-up expense. Absolutely nothing is to be dragged across the wooden floors. Please ask to view our preferred caterer list.

#### Deposit

Upon signature and agreement of lease agreement/contract, a \$500.00 deposit must be made to consider the contract finalized. If the total charge is less than the \$500.00, the event charge is expected at the time of booking. Deposit is non-refundable if cancellation occurs, but will be refunded after the event provided all other contract stipulations have been met.

#### Remaining Balance

The Comer Inn requires 50% of the estimated total cost of your event, paid 30 days prior to your event date. All estimated remaining balances must be paid in full 2 weeks prior to your event. Any additional rentals/balances from the original lease addendum will be presented to the client and is due immediately after the event.

#### Refunds/Cancellations

The \$500.00 deposit is non-refundable at the time of rental. Fifty percent of the total estimated cost is non-refundable within 30 days prior to your event date. Cancellations must be in writing. In the event of cancellation by the facility, the deposit will be refunded. The Comer Inn will not be held responsible for any other cost the client has incurred should the event need to be canceled by either party.

#### Payment Requirements

All payments are to be made payable to The Comer Inn and mailed to:

Travels By Donna

Attn. The Comer Inn

501 Broadway

Columbus, Georgia 31901

The Security/Damage deposit \$500.00 is due upon signing. Following the event, The Comer Inn will mail the security deposit back to the billing address.

### **House Rules**

#### Appointed Personnel

The client must have 2 appointed people in charge at all times. The client will have the 2 people present during the entire event and will ensure that The Comer Inn's rental policies are followed by the renting organization or individual, the caterer, and any other service providers. At no time will the house be unsupervised.

#### Clean-up

The Comer Inn will be responsible for arranging cleaning of premises before and after client's event. A \$75.00 clean-up fee will be added to your event total. Catered event food clean-up will be the responsibility of the caterer. Caterers are responsible for providing trash bags and removing all trash from the premises. The client agrees to reimburse The Comer Inn for any additional labor or other cost for the above-normal clean-up cost related to client's use of the premises.

#### Damages

The client assumes all responsibility for damages due to neglect or contract violation. The client further agrees that additional fees will be billed for any excess cost if damage occurs. If damage occurs, please contact The Comer Inn promptly in order to insure facility safety.

#### Guest Conduct and Liability

Client agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and The Comer Inn rules. The client assumes full responsibility for the conduct of all persons in attendance and for any damage incurred during anytime that premises are under the patronage of the client.

#### Licenses/Permits/Taxes

The client agrees to pay promptly all taxes, excise, or license fees and to secure all licenses or permits for use of space as required by federal, state, or local laws, and ordinances. The client agrees to provide evidence of same facility on request. The client also agrees to advise all exhibitors offering goods for sale that applicable sales tax must be filed; designating sales were made in the City of Columbus, County of Muscogee, and state of Georgia.

#### Indemnification

The client agrees to indemnify and hold The Comer Inn, Travels By Donna, Chapman's, Wynnton Hardware and its employees harmless from and against all losses, costs, expenses, claims, suits, damages, and any other liability arising out of such client's negligence and their use of the facilities.

#### Liability and Insurance:

All events employing a caterer must provide a certificate of insurance showing they have general liability insurance of at least \$1,000,000 and full worker's compensation coverage. All caterers on The Comer Inn preferred caterer's list have been pre-approved and such documentation is on file with The Comer Inn. Our Inn is insured with general liability insurance for events. Clients may consider additional insurance for their event and safety. For individuals, some homeowner's insurance policies can be endorsed to cover the facility for your event, or you may purchase a single event policy. For businesses, if your company already has general liability insurance, an additional insured can be added to an existing policy for a nominal fee.

#### Public Safety

The client agrees to conduct their activities at all times with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with facility to assure such safety. Do not block access or exits, including all portions of the sidewalks, entries, doors, passage, halls, corridors, and stairways. Substances, equipment, or objects which can endanger the life of, or to cause bodily injury to, any person on the premises or a hazard to the property are prohibited. The Comer Inn shall have the right to refuse any such materials and further right to require its immediate removal from the facility. Should it become necessary in the judgment of The Comer Inn to evacuate the premises because of bomb threat or for any other reasons of public safety, the client will retain possession of the facility for sufficient time to complete presentation of event activity without additional rental fees.

#### Alcohol Restrictions:

The serving of alcoholic beverages are permitted at The Comer Inn with a caterer on the preferred caters list. Laws of the State of Georgia apply. Bartenders must be 21 years of age. Guest's under the age of 21 may not be served alcoholic beverages. Care should be exercised not to serve alcohol to anyone who has exceeded his or her limit of alcohol. The service of alcohol should be discontinued at least 30 minutes before the conclusion of the event. Red wine and red punch are prohibited at indoor events. A uniformed security officer must be present for the duration of any function where alcohol is served and over 100 people are in attendance. You may use the Columbus Police Department or Muscogee County Sheriff's Deputies for this purpose. They will assist in handling of car parking and logistical issues with use of a shuttle. Daytime functions are not required to have security unless alcohol is being served or there are more than 100 or more guests for the event.

#### Lewdness Code

Per City Code 14-97, no lewd or indecent action, conduct, language, pictures, or portrayals shall be included in the activities or events presented by the client. The client agrees to abide and be bound by the decision of The Comer Inn should any questions arise under this paragraph.

#### Set-Up/Take-Down

Client assumes all responsibility for any goods or materials, which may be placed in storage with The Comer Inn before, during, or after an event. Removal of all event set-up equipment or decorations must be removed at the end of the event, unless authorized by The Comer Inn.

#### Smoking

Smoking is not permitted in The Comer Inn. It is a violation of ordinance (Article VI, Section 42-123) for any person to smoke within any portion of The Comer Inn. Conviction of a violation is a misdemeanor offense, punishable by a fine. Any person caught in violation of this ordinance may be issued a citation and ejected. The ordinance applies to clients, agents, officers, directors, representatives, licensees, invitees, patrons, quests, employees, contractors, and subcontractors.

#### Deliveries/Loading

The Comer Inn is located at 439 Broadway Columbus, Georgia 31901. Delivery service access to The Comer Inn is directly behind the Inn, located just off 5<sup>th</sup> Street. The gravel drive is marked service entrance. Please do not block the drive as it is used by others. Vehicular traffic and parking is not permitted on any lawn, walkway, or brick areas. All articles, exhibits, displays, etc. shall be brought into and out of The Comer Inn at this entrance only and during set hours.

#### Decorations, Signs, and Banners

All decorations must be approved through The Comer Inn.

The following are prohibited:

- Do not affix any article by drilling holes, driving nails, or inserting screws in walls, ceilings, floors, woodwork, or partitions. No nails, tacks, screws, or staples will be used on walls or doors.
- Do not affix any signs, advertisement, or notices to the facility, inside or outside, or attached to any part thereof (without approval of The Comer Inn.)
- Do not block emergency exits or service exits with decorations or equipment.
- No confetti, bubble gum, rice, silly string, birdseed, and sparklers.

All extensions cords must be taped down to insure safety. All tables must be appropriately covered with linens. Exceptions may be made to these rules for specific events, but must be approved by The Comer Inn. The removal of decorations from facility is the responsibility of the client.

#### Advertising

All advertising with The Comer Inn logo or name must have prior approval by The Comer Inn.

#### Parking

The Historic district has limited parking. You may park on both sides of the street on either side of the medium. Please take careful measures not to block drive ways or public right of way. Please consider our neighbors when parking because they have limited spaces in front of their homes.

#### Unavoidable Occurrences

If, for any reason, an unforeseen event occurs, including, but not limited to fire, casualty, acts of God, or other occurrences which renders it impossible for the fulfillment of any term of this lease, the client shall have no right to nor claim for damages against The Comer Inn, Travels By Donna, Chapman's, Comer Enterprise, Wynnton Hardware, or Frank or Donna Comer.

#### Statement of Acceptance of Contract

**I have read and agree to follow the rules and regulations of The Comer Inn attached hereto and made a part hereof by reference. Any additional changes other than those stated above will be billed by The Comer Inn following the event and will be due and payable within ten (10) days of receipt of invoice. I further agree to abide by and be responsible for all the obligations and terms of this agreement.**

Signature of Authorized Client: \_\_\_\_\_

Date:

Signature of Authorized Agent for The Comer Inn LLC: \_\_\_\_\_

Date: