



FACILITY RENTAL INFORMATION & APPLICATION



CENTRAL DEKALB SENIOR CENTER

1346 MCCONNELL DR | DECATUR, GA 30033 | (770) 492-5464

LOU WALKER SENIOR CENTER

2538 PANOLA RD | LITHONIA, GA 30058 | (770) 322-2939

NORTH DEKALB SENIOR CENTER

3393 MALONE DR | CHAMBLEE, GA 30341

SOUTH DEKALB SENIOR CENTER

1931 CANDLER RD | DECATUR, GA 30032

Speak With An Event Specialist Today!

Central DeKalb Location

Please Contact our Event Specialist For More Information Regarding our Central DeKalb Location.

James Simon | jasimon@dekalbcountyga.gov | (770) 492-5464

Lou Walker Senior Center and Neighborhood Locations

Please Contact Our Events Specialist for More Information Regarding Rentals at our Lou Walker and Neighborhood Locations.

Cynthia Donnell | Chiquita Thomas

CKnight@dekalbcountyga.gov | Cthomas@dekalbcountyga.gov | (770) 322-2939



Central DeKalb Facility Rentals for Events & Meetings

Our Central DeKalb Senior Center offers space for your special event or meeting in a state of the art facility located in historic Mason Mill Park. The Great Room is perfect for your Reception, Banquet, Party, and Presentations. Our Classrooms are available for meetings and classes.

The Great Room

The Great Room is a modern 2000 square foot space featuring a picturesque view of Mason Mill Park. It is perfect for parties, receptions, banquets, and ceremonies. The Great Room is available on Fridays evenings, 6 pm – 10 pm, and Saturdays, 6 pm – 10 pm and Sundays, 1 pm – 6 pm.

- ❖ 10 72-inch round tables & 100 chairs
- ❖ An Audio/Visual system
- ❖ Prep Kitchen
- ❖ Stage

Special Events - \$100 per hour rental charge

- ❖ Security is required at all events at an additional fee
- ❖ \$300 refundable deposit required
- ❖ The serving of alcohol requires a \$75 permit fee, a DeKalb Law Enforcement Officer, and bartender.

Class Rooms

Our Class Rooms have ample space for meetings and presentations and are technology-ready. Class Rooms are available Monday – Friday, 10 am – 4 pm.

Class rooms - \$30 per hour

- ❖ Tables and Chairs
- ❖ Presentation systems
- ❖ Internet ready

Deposits and Fees

The reservation of the Great Room and Class Rooms require a signed agreement, and a security deposit. The Great Room requires a deposit of \$300 and is refundable within 30 days of the completion of the event if the terms of the agreement are met. Rental fees are due 30 days before the event. Class Room fees are due 5 days before the class.

Security

Central DeKalb Senior Center requires security (County's private contractor and/or a DeKalb County Law Enforcement Officer if alcohol is served) at all events. The cost will be paid by the user/renter. The Center's staff will acquire the services of the security officer or law enforcement officer.

Cancellations

The Great Room deposit is refundable for a cancellation up to 30 days before the event. Within 30 days, 50% of the deposit is refundable. A written Cancellation Notice is required. All refunds are made within 30 days of receipt of the notice.

Payment

Payments may be made to Central DeKalb Senior Center by personal check, cashier's check, money order, debit and credit cards only, except security. Security payments are made separately to the provider.

Liability

The Renter agrees to release the Central DeKalb Senior Center, DeKalb County, and staff from all liability, injury, loss of property actions or suits, whatever the nature, as a result of or related to the attendance or participation in the rental event. Additionally, the Renter agrees to assume responsibility for damage or theft to the facility caused by anyone attending or present on the premises as a result of the event.

Liability Insurance

For any rental deemed necessary, Central DeKalb Senior Center may require a certificate of liability insurance. It must be received with the rental application/agreement indicating liability coverage for the event in the amount of \$300,000/\$100,000 bodily injury/property damage. The Central DeKalb Senior Center must be named as an additional insured party for the duration of the event.

Central DeKalb Senior Center Staff will always be respectful of all renters and guests while they are at the CDSC.

*Please contact our Central DeKalb Event Specialist to learn more about our rentals and pricing
(770) 492-5464*



Lou Walker Facility Rentals for Events & Meetings

Our DeKalb County Lou Walker Senior Center offers a beautiful and spacious facility right in the heart of Lithonia, Ga. The architectural structure of the space offers a multitude of design options for your event, and with over 250 parking spaces, this location is ideal for large events. We are located only minutes away from I-20 and I-285.

About the LWSC Victory Room

The Lou Walker Senior Center Victory Room is a great space for weddings, parties, banquets, reunions, and conferences. It features a beautiful atrium and a breathtaking courtyard that is always embellished with seasonal flowers.

Thursday and Friday Hourly Rates: 2hr Minimum

\$164.94 per hour, plus an additional \$300.00 Incidental Security Deposit Production cost will be added into rental agreement. The staffing fees for cleaning, setup and breakdown is not included in the eight hours. Therefore, the production fee will be determined by the hours needed for facility usage. Once client submits rental application a quote will be sent via email. (The incidental security deposit of \$300.00 will be reimbursed to client if there is no breach in contract).

Saturday and Sunday (Daily Rates \$1,300.00/8 hours -Plus an additional \$300.00 Refundable Incidental Security Deposit (The incidental security deposit of \$300.00 will be reimbursed to client if there is no breach in contract). Production fees included; Setup and breakdown time is included in the eight hours.

- ❖ Seats up to 200 guests banquet style
- ❖ 400 theater style (chairs only)
- ❖ 500 standing room only (no tables/chairs)
- ❖ Atrium
- ❖ Outdoor Courtyard
- ❖ 36x36 square tables
 - Additional 6ft & 8ft tables available
- ❖ 144 purple chairs with armrests/85 Folding chairs
- ❖ 60in. round tables available for rent (\$10.00 per table)
- ❖ Audio Visual Services Available
 - Handheld Mics/
Lapel/Projector/Musician AV Connections
- ❖ Prep Kitchen- (Caterer must provide proof of business license, insurance of \$1,000,000, and ServSafe Certification)
 - 2 Microwaves, refrigerator, dishwasher, sink with plenty of counter space and cabinets. Kitchen can close off from event

About the LWSC Panola Lake Conference Room

The Panola Lake Conference Room is a quaint space to have a shower, small dinner, or meeting. The room overlooks the lake and it is the right size to celebrate with those who are close to you. Plan your next meeting or bridal shower with us!

\$75 per hour, plus \$100.00 Incidental Security Deposit. Production cost not included. Once client submits rental application a quote will be sent via email. (The incidental security deposit of \$100.00 will be reimbursed to client, if there is no breach in contract).

- ❖ 4hr minimum on weekends
- ❖ Seats 40-50 guests
- ❖ Board Table- additional tables available
- ❖ Portable projector is available upon request

LWSC Rental Hours of Operation

Thursday - Friday	6:00 p.m.-11:00 p.m.
Saturday- Sunday	8:00 a.m.-11:00 p.m.

Lou Walker Senior Center Reservations

A signed rental agreement, Incidental Security Deposit, plus 50% of the rental fee will be needed in order to reserve space. The remaining balance is due thirty (30) business days before the event. Within 30 business days after the event DeKalb County will reimburse the Incidental Security Deposit. No dates can be held without signed agreement and paid deposit. A copy of signed agreement, payment and receipt will be given to client at the time of reservation. Staffing Fees will apply to all hourly rentals.

LWSC Payment Method

All payments must be submitted in the form of a cashier's check, money order, or debit/credit cards. We do not accept personal checks, cash, or American Express.

Food and Beverage

Client may choose any caterer of his or her choice. The caterer must have a business license, \$1,000,000 insurance policy, and ServSafe Certification for all events that will be serving food. An outside cake is allowed. Client is responsible for submitting necessary documents to Events Coordinator no less than 45 days before event.

Servicing of Alcoholic Beverages

Beer, wine and/or champagne can be served with prior written approval in the form of an agreement between the Client and Lou Walker Senior Center. Client will be responsible for paying a \$75.00 fee to receive a DeKalb County permit to serve alcohol on the county's property. The Lou Walker Senior Center Events Coordinator will hire a DeKalb County Officer on Client's behalf to ensure the safety of guests while partaking in the use of alcohol. Client must pay the DeKalb County Officer on the day of the event for the hours he or she worked. Police Officer has to be onsite from the time alcohol is brought on the premises until the end of event. The rate is \$40.00 per hour. Also, it is a requirement to hire a licensed bartender. The client will be responsible for submitting a copy of the licensed bartender's pouring license to the Lou Walker Senior Center no later than 45 days prior to the event. *A Security Officer has to be onsite during all business hours and/or functions at the Lou Walker Senior Center. Audio visual will have a separate fee. Please request services at least two weeks in advance and inform Event Coordinator what is needed for the event.*

***Please contact our Neighborhood & Lou Walker Senior Center Event Specialist to learn more about our rentals and pricing.
(770) 322-2939***



*North DeKalb & South DeKalb
Facility Rentals for Events & Meetings*

This senior center is managed by the DeKalb County Human Services Department, Office of Senior Affairs. The mission of the Office of Senior Affairs is to enhance the well-being of the senior population by optimizing services on behalf of mature adults and their families. Neighborhood Senior Centers are designed for DeKalb County Residents, age 60 and older, who are active and independent.

The rental program at this facility is designed to promote community inclusion. We strive to provide a welcoming environment that promotes acceptance, appreciation, and inclusion of all people which is reflective of DeKalb's diverse population.

This packet will provide you with detailed information regarding our rental program. We hope that you find it to be informative and helpful.

Welcome!!!

Rental Hours of Operation

Rental hours for this facility are:

Thursday Evenings	6:00 p.m.-10:00 p.m.
Friday Evenings	6:00 p.m.-10:00 p.m.
Saturdays	9:00 a.m.-12:00 p.m.
Sundays	9:00 a.m. - 6:00 p.m.

Eligibility Criteria

In order to rent this senior facility you must:

1. Be at least twenty-five (25) years of age or older;
2. Be a resident or a community organization residing within DeKalb County, Georgia ;
3. Provide all required deposits and fees;
4. Adhere to all rental policies and procedures.

Rental Fees & Deposits

The rental fee for this facility is \$125/hour plus security deposit. To rent the facility on Saturday or Sunday a minimum of four (4) hours rental time is required.

There is a \$300 refundable security deposit for all rentals.



Rental Reservations

To reserve this facility, please complete the following steps:

1. **Review and sign** a) Rental Policy & Procedures form; b) Catering form and c) Alcoholic Beverage Policy and Permit form (if requesting to serve alcoholic beverages).
2. **Complete the Facility Rental Application.**
3. **Return the Facility Rental Application** and a) **Rental Policy & Procedures form**; b) **Catering form** and c) **Alcoholic Beverage Policy** and Permit form (if requesting to serve alcoholic beverages) to the **Senior Center Manager** along with the appropriate amount for the security deposit.
4. Final payment must be secured thirty (30) days prior to event.

Rental Reservations

Please make all payments payable to DeKalb County Government- Venue Rentals. We accept Cashier's Checks and Money Orders only. We do not accept credit/debit cards, cash or personal checks.

*Please contact our Neighborhood & Lou Walker Senior Center Event Specialist to learn more about our rentals and pricing.
(770) 322-2939*



DeKalb County

GEORGIA

DeKalb County Government
Human Services Department

Please Select Rental Location:

DeKalb Atlanta Senior Center
 North DeKalb Senior Center

East DeKalb/Lithonia Senior Center
 South DeKalb Senior Center

Central DeKalb Senior Center
 Lou Walker Senior Center

Applicant Information		
Primary Event Contact Name:		
Name of Client/ Group:		Phone Number:
Type of Event:		Alternative Number:
Address:		City/ State/ Zip code:
Email Address:		
Event Information		
Requested Event Date(s): (Please provide at least 3 dates)		
Event Setup Time:		Event Breakdown Time:
Event Start Time:	Event End Time:	Estimated Number of Guests:
Are you Requesting the Serve of Alcoholic Beverages: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Space Request		
Which space would you like to request: <input type="checkbox"/> Multipurpose Room <input type="checkbox"/> Meeting/ Conference Room <input type="checkbox"/> Outdoor Courtyard <input type="checkbox"/> Kitchen		
Do You need additional meeting rooms? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many rooms will you need? _____		
Please explain what room will be used for and how many guests will be in each room.		
Please Check the following Needs:		Will this event serve food? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Please Request the DeKalb County's Catering Policy and Procedures Form.)
		<input type="checkbox"/> Microphone <input type="checkbox"/> Piano <input type="checkbox"/> Podium <input type="checkbox"/> Projector
Comments:		
Signature of Applicant: _____		Date: _____
Office Use: Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Submitted:		
Staff Signature:		
Deposit Received:		DFS Initial:

Preferred Vendors

Our list of preferred vendors have great pricing and a variety of packages to choose from. It is not a requirement to use our preferred vendors, but it is highly recommended to help make your planning simple!

CATERERS

***Piccadilly Restaurants, LLC.**

Se'kou Rideaux, General Manager
21 South Dekalb Mall
Decatur, Ga. 30034
O: 404.243.1191 | F: 404-243-9268
DEK.MGR@piccadilly.com

Step By Step Catering

Vanessa (**Decorate**)
O: 404.286.0094 | C: 678.851.3123

PREFERRED LICENSED BARTENDER COMPANY

PRO HOSPITALITY

Mr. Winston Tennant
O: 770-807-2957

***Fowler's Food Consultants & Catering Ms. Fowler**

O: 404.288.8721 (Decorate)

Culinary Services

1380 Business Center Dr. SW
Conyers, GA 30094
O: 770.929.3500

Fusion Catering and Events

Chef Damion | Chef NeKeisha
1201 Peachtree Street
Atlanta, GA 30361
O: 646.643.9916

DÉCOR, TENTS, AND AUDIO VISUAL NEEDS

(If you are need of pipe and drape, chairs, linen, and more)

*James Daniel

EVENT AUDIO VISUAL SERVICES

4389 Sentry Dr
Suite J
Tucker, GA 30084
O: 404.551.5511 | F: 404.551.5581
jdaniel@eventavservices.com
<http://www.eventavservices.com/>
(Audio Services including DJs, Pipe & Drape,
Stages, Linen, Chairs, and more)

Anthony Stanley, Pres **CREATIVE TENT EVENTS**

3073 McCall Drive #13
Atlanta, GA 30340
O: 678.768.7319
info@creativetentevent.com
(Tents, Linen, Chairs,
Stages, and more)

Sandy Henson

CLASSIC PARTY RENTALS

3141 Nifda Blvd. | Atlanta, GA 30339
O: 404.351.9222 | C: 404.519.2919
www.classicpartyrentals.com
(Tents, Linen, Chairs,
Stages, and more)