



Leasing Fees and Amenities

The fee schedule below is based on a **ten-hour maximum**. It is required that, as you plan your event, allow the last hour of the scheduled rental time be scheduled for cleanup. It must be remembered that any additional time will require an additional rental fee, which will be determined by the contracted fee.

Full Facilities with Courtyard Set Up	\$3995.00
Full Facilities (no Courtyard)	\$3695.00
Ballroom and Azalea Room	\$3195.00
Magnolia and Azalea Rooms	\$2595.00
Magnolia Room	\$2045.00
Courtyard only	\$1845.00
Add Courtyard to any Room	\$975.00

- *Additional Hours Can Be Purchased at 10% of room rate*

Additional Rental Information and Guidelines

- **In the event of scheduling both a wedding and reception, you will be given one (1) hour for rehearsal time.** This is provided at no charge and is to be used for the wedding rehearsal only, not for decorating or serving food. The rehearsal will need to be scheduled on a date prior to the wedding and may or may not be on the immediate day or evening before. If you would like to guarantee the time on the day or evening before the wedding, a rental fee of \$750.00 will be required. You can also have a rehearsal dinner during the 5-hour rental.
- **A \$500.00 non-refundable Security Deposit** is due at the time the contract is signed. This deposit is applied to the total rental fee.
- **The balance of the contract is due sixty (60) days prior to the scheduled event.** Please review the cancellation policy for an explanation of refunding of contracted fees.
- **A \$1000 refundable Damage Deposit must be made by credit card only and is required thirty (30) days prior to the event.** This fee will be refunded within 30 days after the event, provided all contract requirements are fulfilled and the Marion Hatcher Center and all property belonging to it are found to be in satisfactory condition. Failure to follow cleaning requirements will result in an extra cleaning fee being deducted from damage deposit. Any damages over \$1000 will be charged to the card on file
- **The Marion Hatcher Center presently offers an inventory of tables and chairs at no charge to the customer.** Other services are available at a minimal fee.

County Officer Requirements

- Events with 100 or more guests **require** having an Augusta Fire Marshall and Deputy on duty.
- At any event where alcohol is being served two Deputies are **required** and have the right to end beverage service at his/her discretion.
- Certain events with 150 or more guests may require having additional deputies on duty.
- The Marion Hatcher Center will schedule each officer. The Lessee is responsible for paying the officers in **cash**. The rate is \$30 per hour (minimum of 4 hours) \$35 Sundays & holidays. **This fee is required for each officer.** Payment will be collected by the Marion Hatcher Leasing & Event Coordinator at the beginning of the event and given to the officers.

- **Handicap lift Policy:** The sole purpose of the MHC Handicap lift is to provide handicapped accessibility. It is not to be used for moving freight, food, or equipment of any kind. The lift is a Limited use Limited access (LULA) lift with a 1,400 lb. capacity

Ballroom

- 3,000 Square Feet with a ~~175~~-person capacity

Azalea Room

- 820 Square Feet with a ~~49~~-person capacity

Magnolia Room

- 820 Square Feet with a ~~50~~-person capacity

All capacities have been reduced due to COVID-19 guidelines (Building Total 175).

Restroom Areas

- Men's & Ladies restrooms are conveniently located near the elevator on the 2nd floor.
 - Men's restroom is located on the 1st floor inside the Groom's room.

Commercial Kitchen

- Stove, Warming Ovens and Drawers, Microwave, Refrigerators, Double-sided Cooler, Ice Machine, and Dishwasher
 - The kitchen area is intended for the simple preparation and warming of food.
The cooking of entire meals is not allowed.

Before the Ceremony

- There is a Bride's Room located on the 3rd floor, Groom's Room located on the 1st floor for the wedding party to get ready.

Courtyards

Beautiful plantings and walkways for weddings, parties, and receptions.

Walls on both sides and the rear, as well as a black wrought iron fence on the front enclose our peaceful gardens.

A magnificent iron gate enhances this elegant setting.

- We have garden heaters and a gas grill available; Heaters are \$25; Grill is \$50 (\$20 fee for additional propane).
- White wooden arbor available for \$150 per event.

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