



**250 Boy Scout Road, Augusta, GA 30909 (706) 724-2218**

**Managed by Roux's Catering, LLC**

**Contact: Robert Williams, e-mail [robert@rouxscatering.com](mailto:robert@rouxscatering.com)**

**Visit us online at [www.rouxscatering.com](http://www.rouxscatering.com)**

#### **Rental Fees:**

**Rental fees are subject to yearly increase.**

**All rentals are required to use Roux's Catering if food and beverage service is provided.**

<b>Saturday-Sunday</b>	<b>(10-hour)</b>	<b>2,500.00</b>
<b>Saturday-Sunday</b>	<b>(8-hour)</b>	<b>2,000.00</b>
<b>Monday-Friday</b>	<b>(8-hour)</b>	<b>1,600.00</b>
<b>Monday-Friday</b>	<b>(6-hour front lounge)</b>	<b>900.00</b>
<b>Reservation Fee</b>	<b>(required to hold date)</b>	<b>500.00</b>
<b>Ceremony Fee</b>	<b>(ceremony hosted on-site)</b>	<b>300.00</b>

#### **Rules for Reservations**

- 1. To reserve a rental date, a non-refundable deposit of \$500.00 must be paid to The Foundry and a Rental Contract signed.** The rental deposit is applied toward the total rental fee; the balance of the rental fee is due **180 days** prior to event; failure to pay within 180 days may result in a loss of all funds paid to date. Cancellation within **180 days** of the event will result in a loss of the total rental rate due. The Foundry will not enter into a rental contract with anyone under twenty-one (21) years of age.
- 2. If ceremony is hosted on-site, 1-hour of rental time will be used for the rehearsal the day before scheduled event, leaving 9-hours of rental time the day of the scheduled event. Rehearsal time will be scheduled from 3:30-4:30 (OR) 4:30-5:30. Rehearsal time must be confirmed 60 days prior to event.**
- 3. Hours of rental include the time it takes the lessee and/or any individual contracted by the lessee to set up and take down the event. This includes everyone associated with the rental.**
- 4. Fees and rules are subject to reasonable changes if the rental date is more than six months (6) from the date the contract is signed.**
- 5. The Foundry and Augusta Richmond County Ordinance require that a fireman and a policeman be on duty during the hours of the event. The lessee is responsible for hiring and paying these individuals. Police (The Foundry will contact) Fireman 706.821.2909.**

## The Foundry Rental Rules & Regulations

1. Lessee will be held responsible for all actions of his/her event planner, caterer, florist, and guests. These individuals must be informed of all rules and regulations of The Foundry that are relative to their work.
2. No furniture or equipment may be moved without prior consent from Management.
3. Management must approve all electrical hookups for additional lighting. **All candles must be covered.**
4. Smoking is strictly prohibited in any area of The Foundry and is allowed only in the courtyard area outside.
5. **Do not staple, nail, tack, duct tape or otherwise affix items to the floor, columns, walls, windows, doors, furniture, etc.**
6. No artificial platforms and no carpentry work are allowed inside the building. Only approved risers may be used.
7. No pets of any kind are permitted on the grounds of The Foundry, other than those assisting the visually impaired.
8. Rice, birdseed, real rose petals, etc. may not be used inside the build. **The above may be used on the outside of the building, but must be removed by lessee after the event.** Liquid string and rice are prohibited inside or outside the building.
9. Matches, sparklers, bubble machines, or smoke machines are not allowed inside the building and lessee must obtain permits for use outside of building.
10. The Foundry 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.
11. All functions are to end at the agreed time. The Foundry reserves the right to insist that event planner, guests, caterer, florist, band members, etc. leave the building at the agreed time. **The Foundry reserves the right to bill lessee for over time charge of \$300.00 per hour.**
12. Management must approve any publicity concerning The Foundry.
13. The Foundry will not assume responsibility for any items left by the lessee, event planner, caterer, florist, lessee and/or guests.
14. It is very important that you provide a copy of these rules to everyone involved with your event and to any friends or family members who are helping with your event.
15. All live bands and music must cease by 12:00 midnight of the event without exception, and the facility must be cleaned and empty by 1:00 am at the latest if an earlier time is not stated in The Lease.