



BRASELTON CIVIC CENTER



BRING YOUR BIG EVENT TO THE NEW BRASELTON CIVIC CENTER, JUST OPENED IN 2022.

Nestled in the foothills of North Georgia, Downtown Braselton is steeped in small-town charm. Let us welcome your guests with traditional Southern hospitality in this modern, versatile event venue.



Book Your Special Event Today!

- Weddings
- Quinceañeras
- Banquets
- Reunions
- Presentations
- Conventions
- Trade Shows
- Corporate Retreats



Braselton Ballroom Quick Facts

Ballroom seats
UP TO 1,200
theater-style

May be divided into
THREE
versatile spaces

Up to
504 SEATS
for banquet presentation

[explorebraselton.com](https://www.explorebraselton.com)

 @explorebraselton  Explore Braselton

BRASELTON — CIVIC CENTER

Amenities

- Accommodates large or small events
- Braselton Ballroom (10,107 s.f.) may be divided into three spaces
 - Champagne Ballroom (5,135 s.f.)
 - Chardonay Hall (2,176 s.f.)
 - Chablis Hall (2,170 s.f.)
- Access to rent the Braselton Trolley (up to 2 available) for your event
- Full-service in-house caterer, as well as a list of preferred caterers and vendors
- State-of-the-art audio visual system
- Green room or bridal dressing room
- Parking deck adjacent to the building
- Outdoor space available on the Garden Terrace or Town Green
- Convenient location near Interstate 85, GA 53 and GA 124
- 800 hotel rooms and short-term rental properties available for your guests
- Downtown restaurants and shopping within walking distance



Rates

	Weekday (Mon-Fri)	Saturday or Sunday	Theater Seating	Banquet Seating	Classroom Seating
Braselton Ballroom	\$1,200	\$5,000*	1,200	504	220
Champagne Ballroom	\$700	\$1,500	492	240	100
Chardonay & Chablis Halls	\$250	\$500	202	96 <i>(80 with presentation platform)</i>	68
Garden Terrace	\$200	\$350		54	

Contact Us

Sloane Meyer
Civic Center Director Town of Braselton

706.654.1944

smeyer@braselton.net
explorebraselton.com

**Braselton Ballroom is available on Saturday or Sunday as a full-day rental only. All other rentals are a minimum of 5 hours, including setup and breakdown time.*



BRASELTON BALLROOM

Weekday	5 hours	\$1,200
Saturday	Full Day	\$5,000
Sunday	Full Day	\$5,000

CHAMPAGNE BALLROOM

Weekday	5 hours	\$700
Saturday	5 hours	\$1,500
Sunday	5 hours	\$1,500

**CHARDONNAY AND
CHABLIS HALLS**

Weekday	5 hours	\$250
Saturday	5 hours	\$500
Sunday	5 hours	\$500

GARDEN TERRACE OR LOBBY

Weekday	8 a.m. - 5 p.m.	\$200
Saturday	5 hours	\$350
Sunday	5 hours	\$350

COMPLETE FACILITY

Weekday	5 hours	\$1,600
Saturday	Full Day	\$5,600
Sunday	Full Day	\$5,600

SEATING CAPACITY

Theatre Presentation	1200
Banquet	504
Training Classroom	220

Theatre Presentation	450
Banquet	240
Training Classroom	100

Theatre Presentation	202
Banquet	80-96
Training Classroom	68

Banquet	54
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**Braselton Ballroom is available on Saturday or Sunday as a full-day rental only (8:00 a.m. - 11:59 p.m.). All other rentals are a minimum of 5 hours, including setup and breakdown time.*

**5 Hour blocks are CONSECUTIVE hours.
Rental fee includes table and chairs.
Rental hours include set up and clean up.
Pricing may vary based on time of day and availability.**

There is a 10% discount on rental fee for certified 501(c)3 organizations.

RENTAL SPACE IS NOT GUARANTEED UNTIL CONTRACT IS SIGNED AND DEPOSIT IS RECEIVED.



EXTRAS

Linen: \$15 per table

Audio/Video:

- \$50 Chardonnay/Chablis Hall
- \$100 Champagne Ballroom
- \$150 Braselton Ballroom
- \$150/hour AV technician

Trolley:

Discount on rental rates for trolleys rented with an event at the Braselton Civic Center.

Service reserved for day of event.

OUTSIDE CATERER

Secondary Prep Station

\$300 for 3 hours minimum, plus \$100 per additional hour.
Maximum usage is 8 hours.



IN-HOUSE CATERER:

The Braselton Civic Center offers an In-House Caterer fully equipped to take care of all your dining needs.

OUTSIDE CATERER:

If you choose a caterer other than our In-House, arrangements should be made between BCC Management and the client's caterer of choice. There will be an additional service fee.

**All caterers must be licensed and insured.
Outside caterers will have access to our prep station only.**

DRAG & DROP:

You can bring in prepared food items (i.e. restaurant caterer, grocery store deli tray, etc) for no additional fees. You will not have access to prep stations.
Drag it out of your car, drop it on the table, and you're done!

ALCOHOL

Alcohol must be purchased through the Braselton Civic Center.
Bar service equipment and staff available for additional fees.
Fees determined per event.

Any event where alcohol is served must have a Braselton Police Officer or Deputy Sheriff on site.
Additional fees apply.



LEATHER & LACE COFFEE & COMPANY HAS BEEN MAKING MOUTHS WATER AND CLIENTS HAPPY FOR OVER 20 YEARS.

Leather & Lace can create any menu for any occasion and never want their clients to feel limited on options. Charcuterie Boards, Grazing Tables, Buffet Dinners, Plated Dinners, and Decadent Dessert Options can all be customized for your event. Leather & Lace believes eating is about more than just the food; it is an experience that brings people together in an incredibly special way.

It is not just an experience; it is a celebration!

Leather & Lace takes in all your detailed needs and desires, weigh in the reality of budget, and customize an experience just for you.

*"We love our community, and we love good food,
and we love bringing the two together!"*

Leather & Lace Coffee & Company also specializes in barrel-aged coffee beans. They artisan roast all their coffees, barrel-aged and non-barrel aged.

If you decide to go with Leather & Lace as your caterer, any coffee served will be brewed from their very own brand of freshly roasted coffee beans.

View Leather & Lace catering options as well as their amazing coffee selections on their website.



RULES, POLICIES AND CONDITIONS FOR USE

TERMS OF USE:

27 East Lake Drive, Braselton, GA 30517

1. The person signing the Lease Agreement form accepts the role of Lessee and all responsibilities thereof as outlined on this form. Failure to comply with these rules can result in the loss of your total security deposit.

2. The lessee shall be responsible for the payment of a NON-REFUNDABLE deposit upon the booking of an event. The deposit will be 50% of the rental fee. The event date will not be held without this deposit and a fully executed lease agreement.

The deposit will be applied toward the final balance. The remaining balance for the event rental and the damage/cleaning deposit is due ten (10) days prior to the event date.

The separate DAMAGE/CLEANING DEPOSIT in the amount of \$500 will stay on file, with the contract, until the week after the event takes place. The damage/cleaning deposit is returned or voided upon facility being left in appropriate condition per cleaning/damage check performed by the Braselton Civic Center Director.

In the event of facility, equipment, or property damage, all fees and expenses, exceeding the damage deposit, incurred by the Facility, shall be billed, at actual cost plus 20% (for lost revenue) to Lessee. The Braselton Civic Center (BCC) reserves the right to cancel any events as deemed necessary.

Any breach of this agreement by the Lessee, shall forfeit the damage/cleaning deposit.

3. Rental fees shall be paid in full a minimum of ten (10) days before the event. A 20% late fee shall be applied to the balance if not paid by due date. Event shall be cancelled if balance is not paid within seven (7) days of event, and down payment shall be forfeited.

4. The rental time span includes set up and clean up. Rental time period begins when the rented space is unlocked for the Lessee and ends when it is cleaned to the satisfaction of the BCC Management.

5. Braselton or Champagne Ballroom applications shall be submitted no less than 90 days in advance of anticipated use. Cancellation within 30 days of an event will result in loss of half of the deposit. Cancellation within 14 days of an event shall result in forfeiture of the deposit. Transaction fees will be subtracted from returned deposits made by credit card.

Chardonnay or Chablis Hall applications shall not be accepted more than 90 days in advance of anticipated use.

Annual rentals: any party wishing to reserve the LC ballroom annually in advance may do so only with a deposit paid for every year desired.

6. Following an event, Lessee shall be responsible for leaving the facility clean and orderly. This includes all trash and debris placed in garbage bags and placed in dumpsters; no damage to walls, floors, tables or chairs; all lessee decorations removed; LC floors must be swept, spills must be cleaned; if used by outside caterer, prep area must be wiped down with warm water only; linens must be removed from tables and stacked onto one table.

All decorations, flowers, equipment and paraphernalia must be removed immediately after the event. Nothing may be stored in the building before or after the event. If it becomes necessary for BCC staff to do an extensive cleaning after event, there will be a corresponding deduction from damage deposit as determined at the sole discretion of BCC Management.

7. Stains and spills noticed BEFORE Lessee begins event should be reported to the BCC Management immediately. Failure to do so may result in assumed Lessee 'at fault' and there shall be a corresponding deduction from damage deposit as determined at the sole discretion of BCC Management.

8. When the building is to be used by organizations or groups with members under 18 years of age, application for use must be made by an adult AND adult supervision shall be present throughout the event. Children shall be with an adult at all times and any type of "horse play" is not permitted.

9. Any damage to the Braselton Civic Center or to any of the surrounding area that is deemed a consequence of the event held at the BCC shall be the responsibility of the Lessee. This shall include any damages incurred by any individual attending said event. Additional charges may be billed to the Lessee for damages if assessed by the BCC Management.

10. All activities conducted in Braselton facilities shall be in compliance with all local, state, and federal laws.

11. Braselton Civic Center personnel will be present in the building during events and shall have access to all areas of the building at all times. There will be one staff member, or more as management deems necessary, per 100 guests. Lessee will be responsible for staffing fees.

12. Table and chairs will be set up by LC personnel. Written instructions are due to BCC Management no less than ten (10) days prior to event. Changes to set up must be made no less than 48 hours prior to event. Charges will occur for changes or additions to set up made day of event.

13. Only authorized persons are allowed to operate sound, lighting, and audio visual equipment. Authorization can only be granted by BCC Management and is given on an event-by-event basis. An additional fee for use of sound and light equipment that requires specialized BCC staff to be on site for the event will be incurred and the responsibility of lessee.

14. Dipping, chewing or spitting of any tobacco product is prohibited in the Braselton Civic Center, Garden Terrace and surrounding areas. Smoking and/or vaping is prohibited inside the Facility.

15. Unless using a BCC In House caterer, the lessee's caterer choice must make arrangements with BCC Management. A service fee and hourly rate will apply. Caterers shall have a Georgia business license, be fully insured, and shall comply with all applicable local and state laws. Only execution preparation is allowed. Outside caterers must sign and adhere to the Outside Caterer Site Instructions. Any damage done to the BCC that is determined to be due to the Outside Caterer will be the responsibility of the lessee.

16. Open flames are not allowed anywhere in the BCC. All vendors must comply. The only exception is for catering burners.
17. Security personnel may be required at certain events and shall be required at any event where alcohol is served. The necessity of security shall be determined by BCC Management in its sole discretion and all fees shall be paid by Lessee.
18. Alcoholic beverages shall only be allowed by permit. It is strictly prohibited for any alcohol to be served or furnished to or by any persons under the age of 21 years of age. The serving of alcohol shall cease one hour prior to end of event. Absolutely no alcohol "shots" will be served on the BCC premises.
19. If you serve alcohol at a ticketed event, you must receive a special events temporary alcohol permit from both the Town and the State. Town permits are processed through the Braselton Licensing Clerk. The State permit may be accessed through the GA Department of Revenue website. You will be required to show proof of your permit to staff before event and display it during the event.
20. The BCC Management shall not be responsible for any lost or stolen items. The Lessee or any attendees shall have no recourse or cause of action to be compensated if anything is left in or on the grounds of the Facility.
21. The Lessee shall insure that an attendance count shall be kept at all times and that the stated capacity of any space in this facility shall not be exceeded at any time.
22. This facility shall only be used for the purpose stated on the Lease Agreement. Any illegal activity found to be occurring shall result in immediate cessation of the event, loss of deposit, and notification of law enforcement personnel. The Facility Management reserves the right to cause a cessation of any event at any time and the Lessee shall have no cause to request a refund of any monies paid.
23. All base event rentals shall end by 11:00 p.m. and the building shall empty of all persons, lessee equipment, decorations, etc. by 12:00 midnight. Events shall begin no earlier than 8:00 a.m. Rentals requiring time outside these hours require special approval and will incur an additional fee.
24. Lessee agrees to hold BCC Management and personnel harmless against any claim or lawsuit resulting from usage of this facility.
25. Lessee acknowledges that there will be no discrimination in the use of this building regarding but not limited to race, sexual orientation, gender, religion, or national origin.
26. Lessee acknowledges that use of the facility is subject to all Braselton, State of Georgia, and Federal laws and regulations.

HOLD HARMLESS AGREEMENT

The undersigned, on behalf of the named entity, and in consideration of the permit to use the premises, buildings, facilities, or equipment of the Braselton Civic Center does hereby agree to indemnify and hold harmless the Town of Braselton, the Braselton Civic Center, and any of its agents or employees from any and all loss or damage which may arise during or in any way be caused in any way by the use of the facility. The undersigned specifically agrees to indemnify the town of Braselton, the Braselton Civic Center and any of its agents and employees for any damages done to the building or any other property or equipment owned by the Town of Braselton as well as any claims of damages made by anyone arising out of the use of the facility. I understand that both the group/organization requesting use of the Braselton Civic Center and I, individually, am responsible for the fees charged and the supervision of the event and for any and all damages to any facility equipment used. I hereby state that the information in this application is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public buildings as set forth by this contract.

TENANT LIABILITY INSURANCE

Any group or organization engaged in a recreational, physical or performing arts activity shall maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facilities and effective during the duration of the facility use agreement.

Your signature below states that you have read, understand, and will adhere to the terms listed above. Upon final assessment if it is determined that the rules were not followed, there will be a loss in the security deposit and potentially additional charges and fees.

I hereby state that the information in this application is true and accurate and that if approved, I will abide by the rules and regulations for the use of the Braselton Civic Center as set by the Town of Braselton.

Signature of Person Making Request

Date Signed

Administration Signature

Date Signed



Name of Renting Organization / Individual: _____

Space Requested: _____ Date Requested: _____

Hours Requested: _____ Type of Function: _____

Estimated Number of Attendees: _____

Contact Person: _____

Contact Person During Event: _____

Phone # (daytime): _____ (evening): _____

Email: _____

Address: _____

After Event, Security Deposit shall be mailed to: _____

Security Deposit: _____ Date Paid: _____ Refunded: _____

Rental Deposit (50% Of Rental Fee): _____ Date Paid: _____

Rental Fee Remaining: _____ Date Paid: _____

Alcohol Security Officer Fee: _____ Date Paid: _____

Client Signature: _____

(Event): _____

LOGISTICS OF RENTAL

Set Up Time and Date: _____

Function Time (start / end) and Date: _____

Cleanup Time (start/end): _____

Space(s) Requested: _____

EQUIPMENT NEEDED:

Chairs (included) _____

Round Tables (included) _____

Rectangle Tables @ \$10 Ea _____

HiTop Tables @ \$10 Ea _____

Round Linen @ \$15 Ea _____

Long Linen @ \$15 Ea _____

Mic _____ *first mic free, \$25 per additional*

A/V Equipment _____

\$ _____

A/V Tech @ \$150 Hr _____

Podium @ \$50 _____

Portable Bar @ \$75 Ea _____

Chill Table @ \$25 _____

Staff @ \$25 Hr _____

Bartender @ \$60 Hr _____

CATERING:

_____ In-House Catering

_____ L&L Referred

_____ Outside Catering

\$300 for 3 hours, Prep Area \$300

\$100 per additional Drop Off

up to total of 8 China / Table Ware

Request Rental Chart

_____ Alcohol Officer:

Assigned Officer: _____

Times: _____

Add-Ons: _____

_____ Flip Fee \$

Additional Notes Or Diagrams:



Ten days prior to your event, please email BCC Director - Sloane Meyer (smeyer@braselton.net) a copy of your current business license, current kitchen permit and current insurance policy. *You will not be allowed to access BCC or provide catering at BCC without these said documents.*

Upon arrival on the day of your event check in with BCC Management.

BCC Management will escort you to the secondary prep/staging area.
This is the space which you will maintain for your service.

In accordance with 511-6-1-.08(4)(a)(9) in the Food Service Rules and Regulations, at no time will an outside caterer be allowed to use the primary prep/staging area located beside the kitchen, the kitchen or any space or equipment permitted to our LC caterer. Per Jackson County Environmental Health, this will be monitored and strictly enforced.

CLIENT AND OUTSIDE CATERER WILL BE SUBJECT TO FINES IF VIOLATED.

- Your provided space will be sanitized before you arrive with our Health Dept approved products for this facility.
- No chemicals or cleaning products are to be used at any time. To clean the space before leaving, use a damp cloth of soap and water only.
- No refrigeration or warmers are provided. Take appropriate measures to bring coolers, hot boxes, etc. for maintaining food quality.
- Ice is available and can be provided upon request at arrival.
- Tidy behind yourself with hand broom and dust pans provided and remove all materials you brought in as you exit the center.
- Seal trash bags and break down boxes before placing in the dumpster by the loading dock as you exit the center.
- DO NOT throw food pans in the dumpster unless they are properly bagged (*Client will incur an additional dumpster fee if violated*).
- Access to the secondary prep/staging area is not to surpass a maximum of 8 hours. Check with your client to find out your number of approved hours.

OUTSIDE CATERER SIGNATURE: _____