

The Sunset Pavilion

At The Delegal Creek Marina

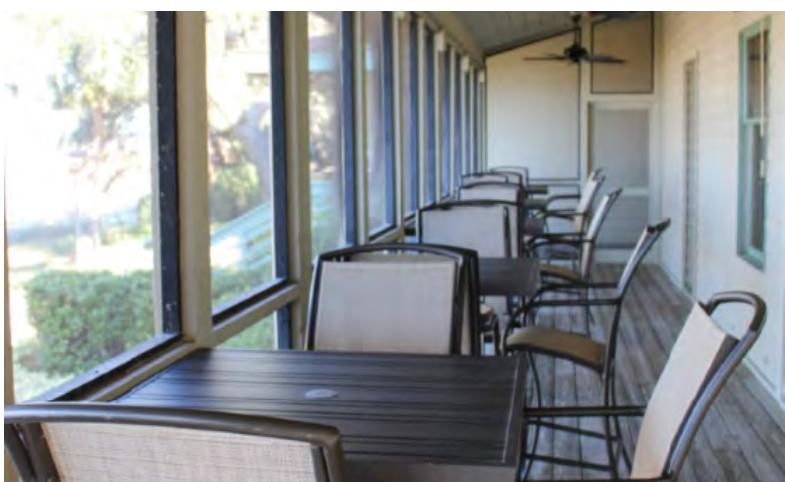
THE LANDINGS ASSOCIATION
1 MARINA DRIVE SAVANNAH GA 31411
912-598-2520



Dear Guest,

Welcome to the Sunset Pavilion at The Landings on beautiful Skidaway Island. We are pleased you have chosen our facility to celebrate your special event and are confident its location at picturesque Delegal Creek Marina will not disappoint. Nestled against a backdrop of Delegal Creek, the Sunset Pavilion is prime real estate when it comes to memorable events. From its serene waterfront view to one of the best locations on the island for breathtaking sunsets, this facility is a great place for birthday parties, wedding receptions, rehearsal dinners, and other get-togethers. Recently renovated, the Sunset Pavilion offers state-of-the art amenities, including three LCD televisions, a projector and screen, newly remodeled restrooms, and much more. To help make food service/setup a breeze, there is a newly-installed food prep area. If mobility is an issue for anyone on your guest list, the facility can be accessed via the elevator lift located at the front entrance of the Pavilion.

Association staff have compiled this book to help ensure your rental experience is as simple and stress-free as possible. Inside, you will find color photos, diagrams, and checklists for your use as you plan and execute your event. Please keep in mind rental of the Sunset Pavilion includes only the use of the facility. The Landings Association does not have an Events Coordinator on-staff to assist with your party needs (e.g. catering, decorating, and planning). If your event calls for this type of specialized assistance, remember that The Landings Golf & Athletic Club offers members a variety of options that may better fit your needs. Visit them online (www.landingsclub.com) or call (912-598-8050). We know your event is important to you, and for that reason it is also important to us. Should you have questions or concerns, please do not hesitate to call us (912-598-2520). Thank you again for choosing The Sunset Pavilion -- the perfect place to make some great memories.



It's all in the details, darling...

Please contact The Landings Association (912-598-2520) or visit www.landings.org for more information.

Rental Price:

\$375- Monday & Tuesday

\$450- Wednesday thru Friday

\$600- Saturday & Sunday

- in the event closing procedures are not followed, a minimum \$300 fee will be billed to the lessee.

CAPACITY

- Indoor Facility: Total capacity is 64 persons
- Screened-in porch Facility: Total capacity is 32 persons
- Combined- Total capacity is 96 persons
- Parking spots- 50 spaces

This Amenity Includes:

- Commercial Coffee Machines (60 & 40 Cup units)
- 10ft screen and projector
- Separate food prep area
- Ice machine
- Comcast/Xfinity cable
- DVD/VCR Combo player
- Three LCD TVs
- Buffet Tables available upon request
- Charcoal grill available for rent- \$75 (\$25 refundable deposit if grill is returned clean)
- 8 black, round 60" tables. 6 black chairs each (décor and linens not included)
- 6 black square high-top tables with 2 chairs each available
- 5 square 40" outdoor tables with 4 chairs each
- 2 long 66" X 40" outdoor tables with 6 chairs each



Here's how it works:

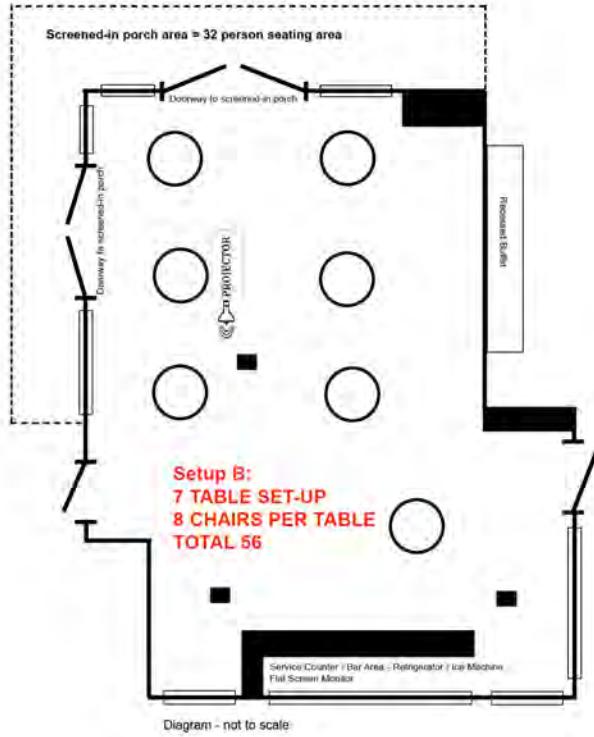
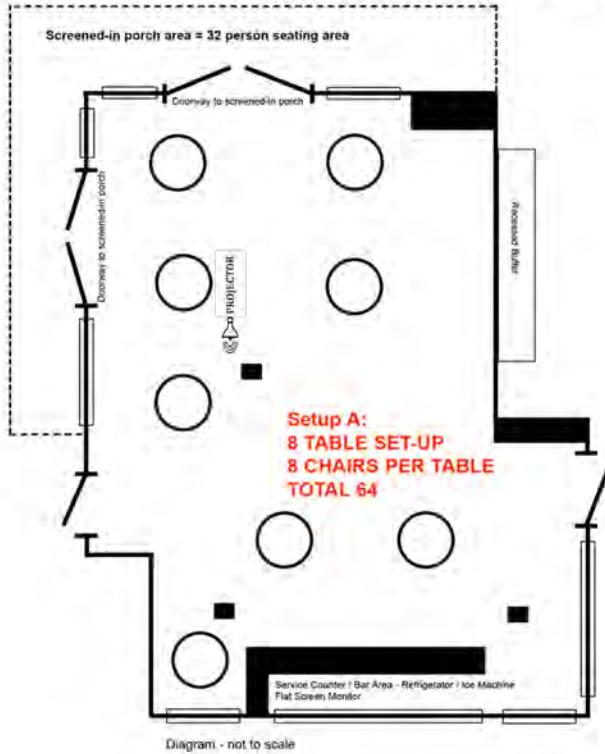
- First, pick a date. You can find our calendar on our website, www.landings.org.
- If you need some help, you can always email us at isc@landings.org.
- If your event is a wedding or wedding related, please contact the General Manager's office at 912-598-5523.

After you have picked your date, you will need to choose a room set up. Our Public Works Team is committed to ensuring your desired requests are placed in the facility the morning of your event. The next few pages will go over what room set ups are available. Our facility is only available from 1pm to 11pm, so remember to plan accordingly. If your event requires an additional day for setup, you will need to make an additional reservation.

You are welcome to tour the facility if necessary. Please check with our office to make sure a reservation has not been made on the day you wish to tour. You can request the key from our Main Gate Security staff. Please remember to return the key when you are finished.

ROOM SETUPS A-C

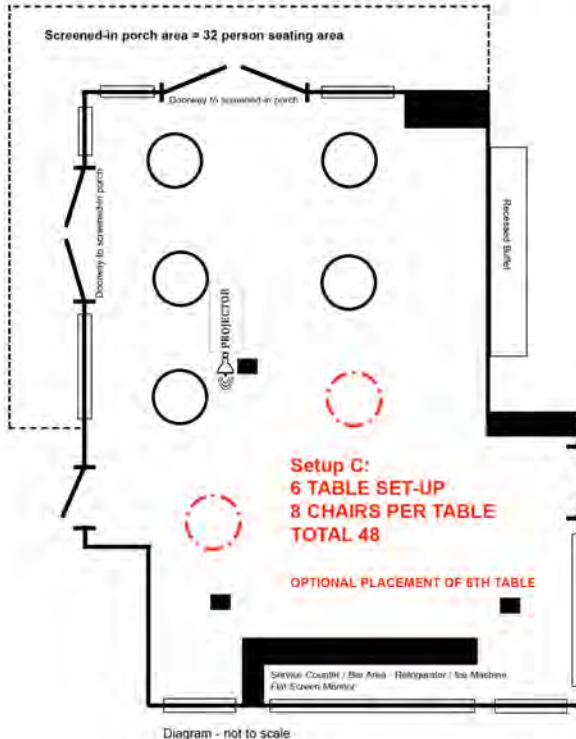
Please Choose a setup arrangement.



Pre-Planning Information:

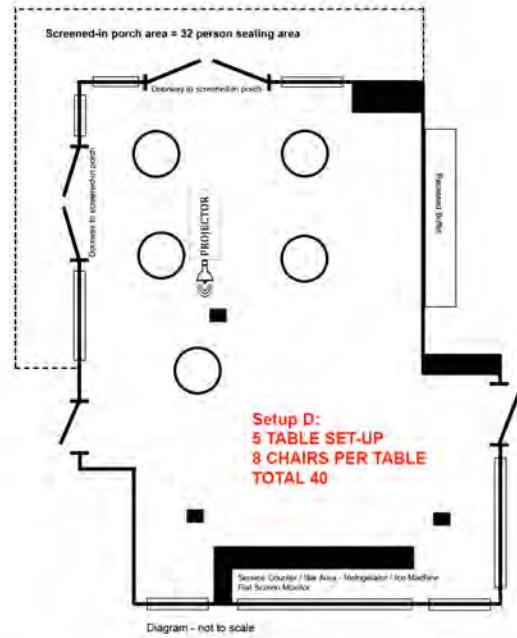
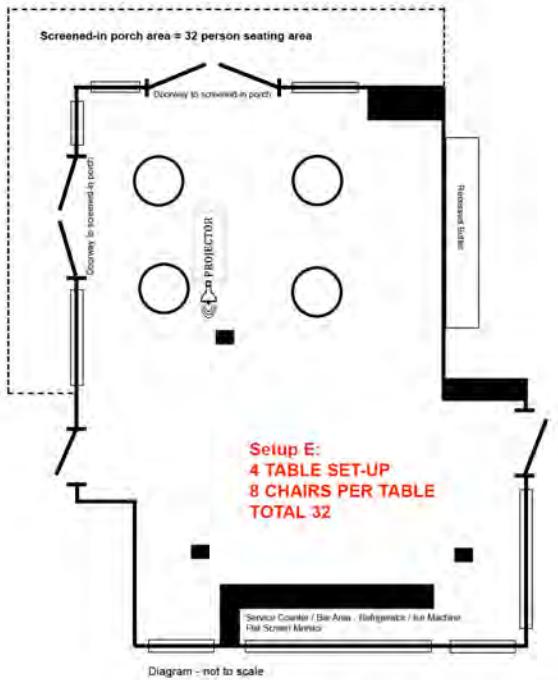
- Tables are 60" rounds
- 4 - 6' standard buffet tables available
- 4 - 8' standard buffet tables available.

NOTE: High-Top Tables and chairs must remain in the room at all times.



ROOM SETUPS D-F

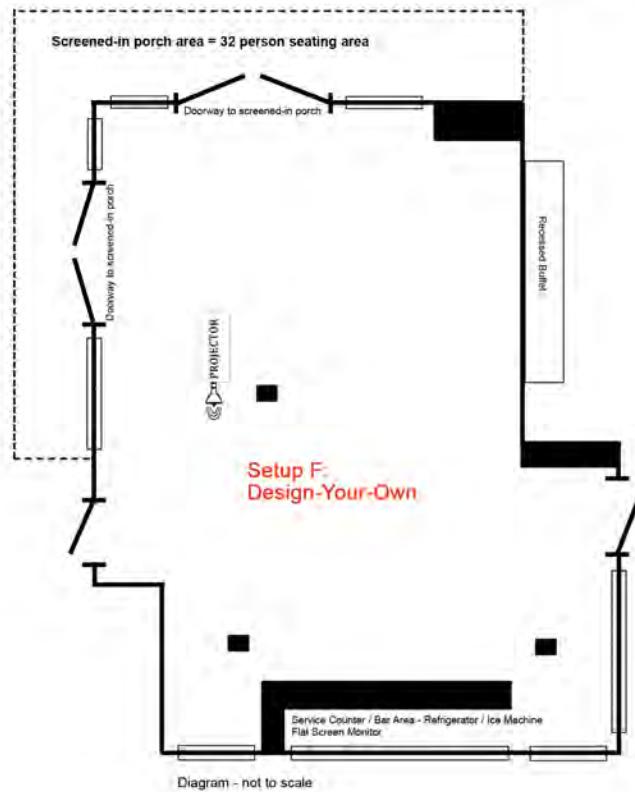
Please Choose a setup arrangement.



Pre-Planning Information:

- Tables are 60" rounds
- 4 - 6' standard buffet tables available
- 4 - 8' standard buffet tables available.

NOTE: High-Top Tables and chairs must remain in the room at all times.



CHECKLIST & REMINDERS

Pre-Event:

1. Complete the Sunset Pavilion Rental Request Form and Review and Sign the Sunset Pavilion Lease Agreement (if needed, include the Resident Sponsor's Signature).
2. Return completed forms, along with our rental fee. In addition to personal and business checks, made payable to The Landings Association (or TLA), we are able to accept cash, Visa and MasterCard. TLA office hours are Monday-Friday from 8 a.m. - 5 p.m. You also may reserve The Sunset Pavilion online (www.landings.org).
3. Choose a diagram plan suitable for your event (see pages 4 - 5), or design your own! Please keep in mind, TLA does not supply linens, flatware, or stemware for your occasion. For any pre-rental planning, tables are 60" rounds and the buffet table offerings; 4 each 6-foot and 4 each 8-foot standard. **The black High-Top tables/ chairs MUST remain in the room at all times.**
4. Lessee may provide their own food and beverages or hire caterers. If a caterer has been commissioned, they will need to provide proof of insurance and a Food Service Permit to be held on file at the Association's office 72 hours prior to your event.
5. Call TLA (912-598-2520) with any additional requests no later than one week before your event. (e.g., setup changes, additional chairs, etc. There are a total of 75 black chairs for indoor use only).
6. Pick up the key to unlock the facility at the Main Gate at 1 p.m. on Event Date.

During Event:

- Please **DO NOT PLACE ANYTHING** inside the ice machine.
- Please place all decorations on the tables or counters, please do not use tape or nails to hang decorations on walls. Please do not leave decorations (confetti) on the floor or in closets.
- Do **LOOK** for the Channel Guide for the TV to find the Music Stations or watch the BIG Game!
- Do **LOOK** for the Stereo Guide for Instructions on how to connect your Smart Phone Playlist to the Audio System
- Do adjust the room temperature. The control panel is located on the support beam in the center of the building.

Post Event:

- Please remove all personal items from the room before you leave.
- Please empty all trash cans into the dumpster located across the street before leaving. A key to the dumpster gate is provided on the room key keyring.
- Please clean up any spills on the floor, counters or tables before leaving.
- Please **call Security (912) 598-1982 30 minutes prior (and no later than 10:30 p.m.) to your departure** to checkout and return the room key. Security will secure the building after the checklist has been completed. Public Works staff will complete a final inspection.

***In the event closing procedures are not followed, a minimum \$300 fee will be billed to the lessee.**

LEASE AGREEMENT

Thank you for choosing the Sunset Pavilion. Listed below are the rules and regulations governing your rental and use of the facility. We require that you and your guests abide by these rules at all times while on the premises. **ANY DAMAGES TO THE FACILITY WILL BE CHARGED TO THE RESIDENT/RESIDENT SPONSOR.** *In the event closing procedures are not followed, a minimum \$300 fee will be billed to the lessee.

Alcohol Statement

The Landings Association, Inc. will not furnish or supply any alcohol beverages, including beer and wine or mixes. An Applicant/Caterer will make all decisions concerning the furnishing of the same and may bring alcoholic beverages, including beer and wine or mixes, onto the premises. In accordance with Georgia law, no alcoholic beverages, including beer and wine, shall be served or furnished to anyone under the age of 21 years at any time. No alcohol beverages, including beer or wine, shall be served or furnished to an intoxicated person. The Applicant/Lessee shall comply at all times with all laws, rules, regulations and ordinances of the State and County regarding alcoholic beverages, including beer and wine, and to include, but not limited to, all provisions of Official Code of Georgia Annotated 51-1-40 and if applicable, (b), (c) and (d).

The Sunset Pavilion is a NO SMOKING facility (Smoking is permitted at the entrances by the urns.)

General:

- The Sunset Pavilion will be available **1 p.m. through 11 p.m.**, the day of the event, unless other arrangements have been made. Please pick up the key at the Main Gate.
- The lessee is responsible for themselves and their guests' behavior and agrees to pay for the repair or replacement of any property damaged during the rental period.
- Smoking is permitted at the entrances to the Sunset Pavilion where cigarette urns are provided.
- Maximum seating capacity is 64 persons inside and 32 persons in the screened porch area. **NOTE: All tables/ chairs (inside room and screened-in porch area) MUST remain inside.**
- Use of extension cords is prohibited.
- Do not store objects in the ice maker – a small refrigerator is provided.
- Tents are not allowed on the outside surrounding property.
- The Landings Association does not supply tablecloths or any decorations.
- All vehicles should be parked in the designated parking lots, not on Marina Drive.
- An alphabetized list of guests must be provided to the Main Gate no later than 48 hours prior to your event.
- Children under the age of 12 years are not permitted on the docks unless attended by an adult.
- The volume level for live or recorded music must be at reasonable levels, being mindful of surrounding neighbors. No music is to be played after **10 p.m.** inside or outside.
- Lighted candles, sparklers, fireworks, any and all opens flames in the facility, on the grounds, or on the dock are NOT permitted due to safety issues.
- Nails tacks, tape or any other adhesive may **NOT** be used to hang decorations.
- If grill is used, please dump ashes in barrel provided.

Closing Procedures:

- Remove trash can liners from the trash cans and place them in the dumpster behind the fence in the east parking lot. Applicants/Caterers are required to dispose of their trash in the same manner.
- Do not dump oyster shells in the marsh.
- Remove all food and beverages in the refrigerator and shelves.
- Clean all food and debris from surfaces, including the floor. A broom is provided in the closet. Turn off porch fans. Switches are located on the porch wall.
- Turn off interior lights. Switches are located by north exit. Porch lights operate on a timer.
- Close both restroom doors (they lock automatically).

Please call security (912-598-1982) 30 minutes prior to leaving (but no later than 10:30 p.m.) to checkout and return the key.

Security will secure the building after the checklist is signed. Public Works staff will complete final inspection.

Lessee shall indemnify and hold harmless Lessor, its directors, officers, agents and employees against any expense, loss, claim, suit or liability, including defense costs and attorney fees for personal injury, including wrongful death, and property damages that are paid, suffered, or incurred as the result of any breach by Lessee, its agents, servants, employees or visitors of any covenant or condition of this lease of the use of the premises or the carelessness, negligence or improper conduct of Lessee, its agents, employees or invitees.

Date: _____

Lessee: _____

Signature: _____

Sponsor/Resident (if applicable): _____

Signature: _____

Lessor: The Landings Association, Inc.

RENTAL REQUEST

Submission Date: _____

Organization or Individual Name: _____

Address: _____

Telephone: _____ Email: _____

(If different from above)

Name of Resident Sponsor: _____

Address: _____

Telephone: _____ Email: _____

Date Requested: _____ Setup (A-E; set to A unless specified) _____

Type of event: _____ Number of Guests: _____

Rent Grill: YES NO

Food & Beverage Service:

Will you be serving food and beverages? YES NO

Caterer Name: _____ Telephone # _____

Lessee may provide their own food and beverages or hire caterers. If a caterer has been commissioned, they will need to provide proof of insurance and a Food Service Permit to be held on file at the Association's office 72 hours prior to your event.

FEE SCHEDULE:

\$375 Monday & Tuesday

\$450 Wednesday - Friday

\$600 Saturday & Sunday

Charcoal Grill - \$75 (includes \$25 refundable deposit if grill is returned clean)

***In the event closing procedures are not followed, a minimum \$300 fee will be billed to the lessee.**

Cancellation must be made at least 14 days prior to event.

Grill Deposit Refund:

Mail to the Following Address: