



AUGUSTA MUSEUM of HISTORY

560 Reynolds Street • Augusta, Georgia 30901 • 706-722-8454 • F: 706-724-5192
www.augustamuseum.org

Rental Fees

Class Room I or II	\$150
History Theatre	\$200
Rotunda (after 5 p.m.)	\$1050
Deposit Required	½ of rental fee

Rental Procedures

The procedures apply to any and all that are involved in/with the rental.

1. To reserve a rental date the Rental Information Sheet must be filled out, the Rental Contract signed and a deposit (1/2 of the rental fee) paid. The balance of the rental fee is due 60 days before the event; failure to pay within 60 days will result in a loss of all funds paid to date. The rental fee is fully refundable if notification of cancellation is made 30 days prior to the scheduled event. The Augusta Museum of History will not enter into a contract with anyone under twenty-one (21) years of age.
2. **Classroom and Theater** rentals may begin at 8:30 a.m. and must end by 4:30 p.m. This includes the time it takes the lessee and/or any individual contracted by the lessee to breakdown and clean up from the event. This also includes anyone helping with the rental.
3. **Rotunda** rentals may not begin until after 5:00 p.m. and everyone must be out of the museum by 12:00 a.m. This includes the time it takes the lessee and/or any individual contracted by the lessee to breakdown and clean up from the event. This also includes anyone helping with the rental. Set-up may begin at 9:30 a.m. the day of the event.
4. Rules and regulations are subject to change if the rental date is more than six months from the date the contract is signed.
5. An Augusta Richmond County Ordinance requires that a fireman and a policeman be on duty during the hours of an event with 100 or more people in attendance. The lessee is responsible for hiring and paying the individuals.

Call: Captain Tommy Cox, Fire Marshal's office – 821-1644

Sergeant Michael House, Richmond County Marshal's office – 842-5629 or 840-0962