

Junior League Building Rental FAQ

Who do I contact?

Our Office Manager Amy McNeilly. Amy's office hours are Monday, Wednesday and Friday from 9 am - 1 pm. Email: info@gainesvillehalljuniorleague.org Office Phone: (770) 535-1951

When I rent a room, what items come with my rental?

Chairs, tables and linens.

Your choice of gold charivari chairs (65 chairs total), grey banquet chairs (100 chairs total) or wooden bar room chairs. Your choice of tables - 8 person round tables, 4 person square tables, small round tables (2 person seating or display), and rectangular tables. We have ivory floor length linens available for round tables. Linen cleaning charge is included in rental fee.

When I rent a room, how long do I have total for my event, set up and clean up?

A 2 hour event allows for 2 hours of event time, and 1 hour to be used for set up and/or clean up. A 4 hour event allows for 4 hours of event time and 2 hours to be used for set up and/or clean up.

What is this insurance policy you require?

Per the agreement, all lessees must purchase liability insurance for your event. This can be done through your personal insurance OR you can contact Stuart Moore with Turner, Wood & Smith Insurance (our agent) to obtain a policy. Obtaining the insurance takes about 15 minutes and costs \$150. Stuart's contact is (770) 536-0161. It is at our discretion to not require the purchase of a policy by Junior League members having non-alcohol events (baby showers, wedding showers, etc).

Can I move furniture during my rental?

Yes, but it needs to be approved by Amy. Large furniture moves are subject to a charge of \$100. This fee will be charged at our discretion based on the time and manpower it takes to move the furniture.

Do I receive a discount if I rent multiple rooms?

If you rent 3 or more rooms, you will receive a 10% discount.

What is our catering policy?

We do not allow any outside caterer or individual to use our kitchen. It is currently leased by Easy B's Kitchen. You have the option to use Easy B's Kitchen, an outside caterer (Again, they cannot use the kitchen), or bring in food.

Am I allowed to serve alcohol?

Yes, however you cannot charge for alcohol unless you hire someone with a license to serve (liquor license). Easy B's Kitchen can help navigate this if you choose to hire them. Amy can also provide assistance. Serving alcohol must be approved, and it is at our discretion to require security during event.

Do I need a TIPS certified bartender?

No. We do ask you ID patrons if applicable.

Does the building have sound or visual equipment?

We have old school sound equipment with a microphone and a projector.

What is the building's address?

1547 Riverside Drive Gainesville, Georgia 30501

