

**Jason T. Harper Event Center (JTHEC)  
Facility Application**

Please keep in mind that this form is only an application, no facility or date is guaranteed until confirmation is received.

Proposed Date: \_\_\_\_\_ Proposed Rental time: \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Additional point of contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Number of guests to attend: \_\_\_\_\_

Is alcohol (beer and/or wine only) to be served: \_\_\_\_\_ Officer Scheduled Time: \_\_\_\_\_ to \_\_\_\_\_

*Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Henry County Board of Commissioners, Henry County Parks and Recreation and the JTHEC from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.*

*The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the JTHEC in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of the security deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the JTHEC and its property.*

*The rental procedures, rental facts, caterer's, florist, facility and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lesser shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent, less any applicable damage or security deposits, to the renter without further liability.*

*\*\*Final payment must be made 30 days prior to the event date.*

*\*\* Patrons must be at least 21 years of age to sign rental contract.*

*\*\*No function will take place without adult supervision.*

*\*\*Person who signs this contract must be present for function unless approved by JTHEC Staff.*

Please initial the following:

\_\_\_\_\_ I have read and understand Facility Rules.

\_\_\_\_\_ I have read and understand Cancellation Policy.

\_\_\_\_\_ I have read and understand The Alcohol Policy.

\_\_\_\_\_ I agree to have a Covid Plan and will follow Covid Recommendations set by the CDC.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Please send my confirmation to the address above or e mail at: \_\_\_\_\_

JTHEC retains the right to stop any event if excessive noise or disruptive behavior continues.

Rental Fee: \_\_\_\_\_ Facility Attendant Fees: \_\_\_\_\_ Total: \_\_\_\_\_

Down Payment: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Receipt: \_\_\_\_\_

Second Payment: \_\_\_\_\_ Additional Fees: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Please mail signed rental contract to: 99 Lake Dow Road, McDonough, Georgia 30252  
Signed contract may also be faxed to: (770) 288-7288, but must be supplemented by original  
copy within five (5) business days.

Make checks payable to: Henry County Parks and Recreation