



Nash Farm Park

All agreements are between the Renter and HCPRD. Any failure by a vendor to complete all required duties is the responsibility of the renter. We strongly suggest that you, the renter, make yourself very familiar with all rules and regulations contained in this information packet.

- A signed Rental Contract, 50% of room rental is required to guarantee facility and date.
- Remaining room rental fee and security deposit will be due 60 days prior to the event.
- Security deposit will be refunded when the HCPRD staff is assured that all contract requirements have been fulfilled.
- Security deposit will be refunded in the form of a check and mailed to the person who made the payment within three weeks after the event date.
- You are expected to leave the facility in the same condition or better than found.

General Policy _____ [initial here]

- Reservations are issued to the first party to complete a contract. If you do not have a contract and have not given a deposit then your date is still available and may be rented to another party.
- Rental time includes your setup and cleanup time for you event. All event contractors must work within your time limit and if you exceed your contracted time, you will be charged an additional fee.
- **NO SMOKING** is allowed inside the park or the buildings. If a guest at your event is observed smoking in the park or the buildings they will be asked to leave the premises immediately.
- Beer and wine is permitted for weddings and special events. An off duty Henry County Police Officer must be present when alcohol is served. The cost of hiring the off duty officer is the responsibility of the renter. You may contact Henry County Police at 770 288-8314 to arrange for an off duty officer.
- Required cleanup is as follows: sweeping and mopping the floors, wipe down all tables, place tables and chairs in storage room and the removal of all trash into the dumpster. You must bring your own cleaning supplies, including toilet paper, paper towels, mops and brooms.
- Any event being held for any persons under the age of eighteen (18) years of age must have one adult (25 years of older) for every 20 attendees that are under the age of eighteen (18).
- Any event being held for persons under the age of eighteen (18) years of age, renter must pay double the applicable security deposit for the contracted rental room.
- Children are expected to be supervised at **ALL** times and should **NOT** be allowed to run or be in any room other than the one where your event is being held.
- Trash bags being removed from the building **MUST** not be pulled across the floor. Empty trashcan liners into dumpsters outside of the facility and replace with new liners. You are responsible for providing your own trashcan liners.
- Turn off all lights when leaving the facility.
- Lock and secure all doors when leaving the facility.
- **NO PETS ALLOWED** at any of the community buildings.
- All music must be kept to low volume. **LIVE BANDS MUST OBTAIN A SPECIAL PERMIT FROM THE COUNTY!**

- Nash Farm is a public park and a multi-use facility. Please be aware that more than one event may be scheduled for the same day. Closing gates and blocking drives is prohibited unless the whole park has been rented.
- No parking on grass or around trees. Parking is allowed in designated parking areas only.

Cancellation Policy _____ [initial here]

- Any rental can be cancelled before the end of the following business day and only incur the loss of a \$25.00 administrative fee.
- All cancellations/transfers must be made in writing.
- Reservation deposit is refundable 120 days (4 months) or more prior to function date minus the \$25.00 administrative fee.
- Transfer of function date is allowable 120 days (4 months) or more before function. Only 1 transfer is allowed per function and will incur a \$25.00 administrative fee. If the date is changed, no refund will be given in case of cancellation.
- Cancellation less than 120 days but more than 60 days will result in loss of 50% of rental fee.
- Cancellation less than 60 days before event will result in total loss of rental fee. The security deposit will be refunded if paid.
- Active Duty Military personnel are exempt from penalty in the case of an emergency deployment.

Reasons for forfeiture of security deposit _____ [initial here]

- Breakage, damage, and/or loss of items from kitchen or facility.
- Violation of rules by renter or vendors contracted by renter.
- Destruction of facility or property of HCPRD.

Decoration Policy _____ [initial here]

- All set up, decorations and clean-up are to be done within the client's rental time.
- All decorations must be removed at the end of the event. Any items left for more than 24 hours without prior approval will be discarded or become the property of HCPRD.
- All center pieces and trash MUST be removed from tables and other used areas at the end of every event. Failure to assign someone to this duty will result in an additional charge of \$10.00 per table needing to be cleaned.
- Decorations may not be attached in any way to surface, ceilings or walls of the facility. No nails, tacks, staples, tape or other items should be used to hang objects anywhere in the building or on the premises. This will be subject to forfeit of your deposit.
- No open candles are allowed on tables. Candles must be domed or contained in some way and be above the flame and must be tea or votive candles. Please check with staff concerning centerpieces or decorations that will include candles. You will not be allowed to use decorations that do not fit these guidelines. Doing so may cause a forfeiture of your deposit.
- No glitter or confetti is allowed in the building.
- For weddings: only live rose petals, birdseed or bubbles may be used due to extensive clean up. No sparklers.

Alcohol Policy _____ [initial here]

- “Request to Serve Alcoholic Beverages” must be completed and signed by an authorized person of the group or organization and returned to Henry County Parks and Recreation by the first of the month and at least 1 month prior to the event.
- The Henry County Parks and Recreation Advisory Board must pre-approve the Request form.
- All sections of the Request to Serve Alcoholic Beverages form must be completed by group or organization prior to submitting for approval.
- Once group or organization has obtained approval from the Advisory Board, group or organization must obtain permission from the Henry County Planning and Zoning Department.
- Group or organization must also obtain a Single Event Alcohol Permit from the State of Georgia in order to sell alcohol.
- Bartender must also have a Henry County pourer’s license.
- The group or organization must obtain a Henry County Police Officer at the expense of the renter, a 4 hour minimum and paid to the police officer the night of the event in cash.

Amenity Policy _____ [initial here]

- The company from which you are renting the amenity from MUST list Henry County Parks and Recreation (HCRD) and the Henry County Board of Commissioners (HCBOC) on their insurance policy as additional insured.
- The use of inflatables will require a \$1,000,000 general liability insurance policy and renter must provide a copy of the policy to HCRD **14 days before date of rental.**
- Any inflatables used are required to be open top. NO moonwalks, bounce houses, etc. are allowed.
- All inflatables must be placed on level ground and tied down properly secured by manufacture’s requirements.
- All inflatables must have an attendant provided by the inflatable company at all times.
- If covered inflatables are discovered during an event, the inflatable company will be asked to leave the event.
- A sound ordinance is in effect for the County. All live bands, amplified electronic devices and DJ’s must be approved by the Henry County Parks and Recreation Department.

Important Things You Need to Know _____ [initial here]

- No contract is considered a guarantee until it is received, signed and a confirmation with a permit number is given to the renter.
- Remaining room rental and security Deposit will be due 60 days prior to the event.
- Breakdown and cleanup of all rooms used by the renter will be the renter’s responsibility.
- Required cleanup is as follows: sweeping and mopping the floor, wipe down all tables, place tables and chairs in storage room and the removal of all trash into the dumpster.
- I agree to “hold harmless” the Henry County Recreation Department for any injury or damage caused while using the facility. Please call the Henry County Police Department for non-emergencies at 770-957-9121.