

# Henry County Parks and Recreation

## PAVILION RENTAL

### Rules and Lease Contract

Please check the pavilion you would like to reserve:

<u>PARK</u>	<u>RENTAL FEE</u>	<u>CAPACITY</u>	<u>ELECTRICITY</u>
<input type="checkbox"/> Heritage	\$25.00 rental fee for 3 hours	65	YES
<input type="checkbox"/> JP Moseley (Pavilion #1-nearest Miller's Mill Road)	\$25.00 rental fee for 3 hours	65	NO
<input type="checkbox"/> JP Moseley (Pavilion #2-nearest parking lot)	\$25.00 rental fee for 3 hours	65	NO
<input type="checkbox"/> North Mt. Carmel (Pavilion #1-nearest Bark Park)	\$25.00 rental fee for 3 hours	50	YES
<input type="checkbox"/> North Mt. Carmel (Pavilion #2-nearest playground)	\$25.00 rental fee for 3 hours	50	NO
<input type="checkbox"/> Sandy Ridge	\$25.00 rental fee for 3 hours	50	YES

\*\*Corporate rentals are subject to increased rental fees. (HCPRD reserves the right to invoice groups' additional fees after a rental if the number of people is more than the original estimate.)

**\*\*RESERVATIONS CAN BE MADE NO MORE THAN 90 DAYS IN ADVANCE\*\***

Groups who wish to bring in extra amenities (i.e. inflatables, DJ, band, pony rides, etc.) must be reviewed and approved 14 days in advance of the group's rental date by the Parks and Recreation Director. These groups may be charged additional rental fees.

WHEN RESERVING ONE OF HENRY COUNTY'S FACILITIES, YOU ARE EXPECTED TO LEAVE THE FACILITY IN THE SAME CONDITION. **PARK HOURS ARE FROM 8:00AM – 10:00PM.**

1. Times of use must be given when this contract is completed. This includes set-up and clean-up times. The group is only allowed to use the pavilion reserved and are bound by the times that are stated on the contract.
2. **NO ALCOHOLIC BEVERAGES** allowed in the facility or parking lot.
3. Clean up all areas used and pick up any trash so that it will not be scattered by animals.
4. You are responsible for providing your **own trash bags and removing your trash from the facility.**
5. You are responsible for providing your **own toilet paper and paper towels.**
6. Supervise all participants to secure property, **INCLUDING RESTROOMS.**
7. You are responsible for coordinating chaperons for youth. (1 adult for every 10 youths)
8. Have a copy of the contract with you on the day of use.
9. A gas grill may be utilized. The gas grill must be 10ft. away from any structure and used by an adult 18 yrs. or older.
10. No frying unless utilizing a self contained fryer with a lid that screws shut. **NO EXCEPTIONS PER FIRE MARSHALL**
11. No amplified electronic devices are to be used, unless approved by the City.
12. Any music must be kept to a low volume. **Live bands must obtain a special permit from the county-sound ordinance in effect.**
13. Cut off all lights and water when leaving the facility.
14. You are responsible for paying any damages that may occur during your lease of our facility directly related to rental.
15. Park restrooms are winterized December through February.

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.

I also understand that in the event I am not able to use the facility, refunds will not be made unless I notify the Recreation Department of my cancellation in writing **14 days prior** to the scheduled date of reservation.

TODAY'S DATE \_\_\_\_\_ DATE TO USE FACILITY \_\_\_\_\_

FACILITY REQUESTED \_\_\_\_\_  
(Park Name and Pavilion #)

TIME \_\_\_\_\_ FUNCTION \_\_\_\_\_ NUMBER OF GUESTS \_\_\_\_\_  
(Over 50 requires a special permit)

RENTER'S NAME (print) \_\_\_\_\_ RENTER'S SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (H) \_\_\_\_\_ PHONE (WORK OR CELL) \_\_\_\_\_

HENRY COUNTY RESIDENT YES NO EMAIL \_\_\_\_\_

NEAREST RELATIVE \_\_\_\_\_ PHONE \_\_\_\_\_

\*\*\*\*\*FOR RECREATION USE ONLY\*\*\*\*\*

DATE RENT PAID \_\_\_\_\_ AMT \_\_\_\_\_ CK# \_\_\_\_\_ CASH \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

RECVIED BY \_\_\_\_\_ RECEIPT # \_\_\_\_\_

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

AMENITIES APPROVED \_\_\_\_\_ AMENITY FEE: \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT # \_\_\_\_\_