

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	YES
<input type="checkbox"/> JP Moseley (Pavilion #2-nearest parking lot)	\$25.00 rental fee for 3 hours	65	YES
<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

_____ [initial here] the first three (3) hour \$25.00 RENTAL FEE IS NON-REFUNDABLE.

_____ [initial here] YOU ASSUME ALL WEATHER RISKS.

**Corporate rentals are subject to increased rental fees. (HCPRD reserves the right to invoice group's 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 by providing additional information for use of an amenity. 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.

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) _____

ADDRESS _____ CITY _____ ZIP _____

PHONE (H) _____ PHONE (WORK OR CELL) _____

EMAIL _____

I UNDERSTAND AND AGREE TO ALL OF THE ABOVE RULES AND REGULATIONS.

SIGNATURE _____

SPECIAL PERMIT REQUEST FOR USE OF AMENITIES

1. 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.
2. The use of inflatables will require a \$5,000,000 general liability insurance policy and renter must provide a copy of the policy to HCPRD **14 days before date of rental**.
3. Any inflatables used are required to be open top. NO moonwalks, bounce houses, etc. are allowed.
4. All inflatables must be placed on level ground and tied down with proper ropes.
5. All inflatables must be attended at all times.
6. A leash law is in effect. All pets must be on a leash at all times.
7. You must clean up after your pet.
8. 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.
9. Any groups larger than 50 people must be approved by Parks and Recreation.

NAME OF COMPANY _____

ADDRESS _____ CITY _____ ZIP _____

COMPANY PHONE _____

I UNDERSTAND AND AGREE TO ALL OF THE ABOVE RULES AND REGULATIONS.

SIGNATURE _____

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

DATE RENT PAID _____ AMT _____ CK# _____ CASH _____ CREDIT CARD _____

RECVIED BY _____ RECEIPT # _____ PERMIT # _____

DIRECTOR APPROVED: _____ NOT APPROVED: _____

TYPE OF AMENITY APPROVED _____ AMENITY FEE: _____

DATE OF INSURANCE POLICY RECEIVED: _____