

HANCOCK PARK PAVILION RENTAL POLICIES

RENTAL RATES

•The base rental time period is four hours, beginning at the time of arrival and concluding at the time of departure. The rate for additional hours is \$20 per hour. Any additional hours beyond the base four hour rental must be specified in this rental agreement. The rental fee and deposit are due when the application is submitted. Proof of insurance coverage may be required for some types of events. Application review can be expected within 30 days. *After review the applicant will be advised of any additional fees that may be required i.e. security, damage, sanitation, solid waste, and public safety based upon the size and type of event and based upon review and recommendation by Sheriff, Fire Chief, Emergency Management, Public Works, and Planning/Zoning staff. Fee updated 10-1-2014

Rental Fees -- Weekday (M-Thurs, 8 am-10pm)			Weekend (F-Su, 8am-10pm)		
*Additional fees may be required	City property owner	Other	City property owner	Other	Deposit
	\$75	\$125	\$100	\$175	\$100

RENTAL INCLUDES—Private events are limited to the use of pavilion structure and a “reasonable” area around it; and the men’s/women’s restrooms. Tents are not allowed as they would restrict the use of the park by the public.

RESERVATION/APPLICATION PROCESS

- Applications must be made in person at city hall. Reservations cannot be processed by telephone.
- The applicant must be age 21 or above.
- All applicants must present proof of residence with photo identification at the time application is submitted.
- The rental fee and deposit are due when the application is submitted.
- Application review can be expected within 30 days. After review the applicant will be advised of any *additional fees that may be required i.e. security, damage, sanitation, solid waste, and public safety based upon the size and type of event and based upon review and recommendation by Sheriff, Fire Chief, Emergency Management, Public Works, and Planning/Zoning staff.) The deposit will be refunded if the facility is left clean and in order, and if the facility was only used for the time specified. The deposit may be forfeited if the terms are not met. The deposit refund will be mailed to the organization or individual within 10 business days after the rental.
- All renters must complete and sign the rental agreement.
- Reservations may be made up to one year in advance.
- Reservations are taken between the hours of 8:30 a.m. and 4:30 p.m. Monday-Friday at city hall.
- Reservations are not transferable.

DEPOSIT, CANCELLATIONS/REFUNDS

- The deposit is to be paid when the rental application is submitted.
- The deposit refund will be mailed to the organization or individual within 10 business days after the rental, providing that the renter and staff closing walk through is completed, that no damages occurred, and that the facility was left clean.
- The renter must return the rental permit upon cancellation in order to begin processing any refund.
- Refunds will not be issued due to inclement weather or failure on the part of the renter to use the facility on the date reserved.
- Refunds will only be issued for cancellations made thirty days or more prior to the rental date, minus a twenty five dollar service charge. Cancellations made after less than thirty days prior to the event will result in forfeiture of the deposit or the rental fee, whichever is less.

RENTER'S RESPONSIBILITIES

- Prior to the start of the rental it is the renter's responsibility to perform a walk-through of the facility with the staff member to identify any prior damages, irregularities, etc. (Failure to perform the walk-through forfeits the renter's case against and damages or irregularities found after the rental.) Following the rental, the renter must also perform the walk-through with staff to conclude that no damages occurred and that the facility was left clean.
- The renter is entitled to use the facility for the time specified in the reservation. Time spent in set up and clean up of the facility is considered part of the rental. Renters will be charged accordingly for any overage. All renters must be out of the park by 10:00 p.m.
- The floor should be swept and cleaned if the rental involves food consumption.
- All visible trash must be picked up, bagged, and deposited into trash receptacles or carried away from the site to an appropriate trash receptacle.
- Restrooms must be cleaned and free of trash.
- Renters are responsible for facility damages and will pay for any necessary repairs.
- Renters must abide by the laws of the State of Georgia and the Ordinances of the City of Dahlonega. Failure to comply with these may result in the rental agreement being voided immediately and the renter being required to leave the premises.
- The rental permit holder must be present on site with the permit during the entire rental period, including set up and clean up.

PROHIBITED ITEMS

- No Tents
- No grills or cooking allowed. This includes pull behind grills and grills in back of trucks. Food must be brought in.
- No decorations using tape, thumb tacks, nails, screws (table decorations and free standing signs are allowed during the rental period)
- No alcohol, tobacco products, drugs, illegal substances
- No vehicles in the park
- Any music must meet Noise Ordinance regulations, copy available.
- No other areas of the park can be roped off limiting access for public use
- No firearms
- No unleashed pets. Owners must clean up pet waste.
- No games or activities that could damage the lawns
- No glass containers

RESERVATIONS DENIED, PERMITS TERMINATED

A request for reservations may be denied for cause, including, but not limited to, the following:

- a. Failure to abide by city park rules and regulations, state laws, or city ordinances on a previous occasion
- b. Issuance by the renter to the city of a check for insufficient funds (may be corrected by the applicant within three business days or the reservation is cancelled)
- c. If the rental is deemed not to be in the best interest of the city

A reservation permit may be revoked or terminated if:

- a. Information submitted on the permit application is discovered to be false
- b. The renter violates a policy, rule or regulation as set forth in the permitting process
- c. The renter transfers or attempts to transfer the privileges contained in the permit to another party
- d. The city manager deems it to be in the best interest of the city

**RESERVATION APPLICATION
HANCOCK PARK PAVILLION**

REQUESTED RENTAL DATE _____

ARRIVAL/SET UP TIME _____ DEPARTURE TIME (including cleanup) _____

TYPE OF ACTIVITY _____

NUMBER OF PEOPLE ATTENDING _____

WILL THERE BE MUSIC? (any music must meet Noise Ord. regulations)

GROUP NAME _____

CONTACT PERSON _____

(Name of person responsible for the event)

DATE OF BIRTH (Must be 21 or older) _____

DAYTIME/CELL PHONE _____ HOME/ALTERNATE PHONE _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

EMAIL ADDRESS _____

DESCRIPTION OF THE RENTAL EVENT Provide a detailed description of the event; include information that will give a clear understanding purpose and content of the event. Include the organization's mission statement. Attach additional sheets, flyers, etc...

I, _____ as the renter agree to indemnify, protect, and hold harmless the City of Dahlonga, its officers, officials, employees, agents, and servants from any and all claims, demands, actions, suites, damages, loss and expenses of whatever kind or nature to any person or to any property arising out of or in connection with the Agreement herein for the use of the said facility and to pay for any cost associated with the above resulting from the use of the facility by the renter.

With this signature, I confirm that I have received, read, and agree to the facility rental policies, regulations, and statements on these forms.

Signature _____ Date _____

(Permit holder responsible for the rental event)

FOR STAFF USE ONLY

DATE/TIME APPLICATION TAKEN _____ TAKEN BY _____

Base Rental Cost _____
Deposit _____
Other Fees (additional hours, other services) _____
Total _____

CANCELLATION DATE (no later than 30 days prior to event) _____

PAYMENT AMOUNT RECEIVED _____ DATE RECEIVED _____

PAYMENT RECEIVED BY _____ RECEIPT NUMBER _____

PAYMENT TYPE: CHECK NUMBER _____ MONEY ORDER _____

CASHIERS CHECK _____ CASH _____

(A fee of \$35 will be assessed for any check returned due to insufficient funds).

APPLICATION RECOMMENDED FOR APPROVAL _____ , OR DENIAL _____
BY STAFF MEMBER _____

APPLICATION APPROVED _____ DENIED _____

BY CITY MANAGER _____