

# The City of Dahlonega

## Hancock Park Pavilion Rental Policies

This rental includes the use of the Hancock Park Pavilion, restrooms, storage closet and a reasonable distance around the pavilion. This distance has been determined to be 20 feet.

### Rental Fees

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.

<b>Base fee for 1-5 hours</b>			
*Small private functions such as parties are not subject to a damage deposit. However, repairs for any damage to the site as determined by City staff will be the responsibility of the renter. All rental fees require for events open to the general public to pay an additional \$100 refundable deposit.			
Monday-Thursday		Friday-Sunday	
City Property Owner	Other	City Property Owner	Other
\$75	\$125	\$100	\$175
Non-Profit Organizations * - City Property Owner		Non-Profit Organizations* - Other	
\$40	\$65	\$50	\$90

**\*Non-profit organizations (must provide IRS-issued proof of status)**

### Events taking place over multiple, consecutive days and rentals 6 hours or more:

<b>Base fees for 6 or more hours</b>			
*All rental fees require an additional \$100 refundable deposit			
*The fee listed below is per day.			
Monday-Thursday		Friday-Sunday	
City Property Owner	Other	City Property Owner	Other
\$115	\$200	\$150	\$265
Non-Profit Organizations * - City Property Owner		Non-Profit Organizations* - Other	
\$60	\$100	\$75	\$135

**\*Non-profit organizations (must provide IRS-issued proof of status)**

## **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 which may be required (For example, 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.)
- 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 14 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 \$25.00 service charge. The service charge is waived for non-profit organizations. 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. Renters are responsible for picking up and dropping off pavilion keys at City Hall.
- 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 Dahlonega Farmers Market occupies the park May – October on Saturdays (7:30-1:30pm) and Tuesdays (1:30-6:30pm). If the applicant would like to use the park during these times and would like the Farmers Market relocated to the corner of the park, they must note this at time of application. At least two weeks' prior notice must be given to relocate the Farmers Market. If not noted two weeks in advance, the Farmers Market will NOT be moved.
- 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. The first trash receptacles for use are the two rolling trash cans located outside of the pavilion. If these are full, the dumpster located in Hancock Park may be used. Trash must be placed inside the dumpster.
- 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.
  - Renters must obtain other necessary permits from fire, police, and health department if applicable.

**PROHIBITED ITEMS**

- 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, or 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. Upkeep of pet clean up area is not included in the rental agreement. If applicants want this station serviced prior to their rental a request must be made at time of application.
- 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.

SIGNATURE OF APPLICANT REQUIRED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

*Applicant's Information:*

**Name of Applicant:** \_\_\_\_\_

**Applicant's Phone Number:** \_\_\_\_\_

**Applicant's Email Address:** \_\_\_\_\_

**Applicant's Mailing Address:** \_\_\_\_\_

*Event information:*

**Estimated Number of People Attending:** \_\_\_\_\_

**Event Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Organization Sponsoring the Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Time (start and stop time):** \_\_\_\_\_

**Will loudspeakers be used? Yes No**

**Will there be retail vendors selling goods? Yes No**

**Will there be food vendors selling goods? Yes No**

*Staff Use Only:*

**Permit Received On:** \_\_\_\_\_

**Permit Reviewed By:** \_\_\_\_\_

**Application Recommended for: Approval Denial Council Review**