



INDOOR FACILITY

Snellville Parks & Recreation Department RENTAL AGREEMENT

DEPOSIT AND RENT MUST BE PAID TOGETHER, IN FULL, WITHIN 14 DAYS AFTER FACILITY IS RESERVED FOR YOU AND THAT MUST BE AT LEAST 14 DAYS BEFORE THE DAY OF YOUR EVENT

Applicant _____ Home Phone _____ Work Phone _____
Address _____ City _____ State _____ Zip _____ County _____
Email _____ Cell Phone _____ Name/Description of Event _____
Type of Use: Individual _____ For-Profit _____ Non-Profit _____ Tax Exempt Number _____
Date(s) & Day(s) Requested _____
Date Day of Week

Please choose 4 hour block between 7 am and 10 pm _____ YOU MAY PAY FOR ADDITIONAL HOURS @ AN HOURLY RATE (divide 4 hour rate by 4) if you need extra time for setup or cleanup. EARLY ARRIVAL IS NOT ALLOWED AND IF YOU STAY PAST YOUR END TIME, YOUR DEPOSIT WILL BE FORFEITED.

Estimated: Participants _____ Vehicles _____

Requested Facility:

Courtland Williams _____
(Max Capacity 35)
Betty McMichael _____
(Max Capacity 100)

Only six- six-foot tables and 35 chairs are available

Only twelve-eight foot tables (incl food tables) & 100 chairs are available
• Room **Set-up is mandatory** Set up diagram must be provided 14 days prior to event

Special Events/Requests may require the following:

Do you or your organization have current liability insurance for these activities? Yes _____ No _____
(Please attach a copy of coverage, amount, carrier, carrier's telephone number)

Will food, goods, or services be sold? Yes _____ No _____ (Requires approval from S.P.R.D.)

Will you have security (police) present? Yes _____ No _____ (It must be an off-duty Snellville police officer)

CERTIFICATE OF INSURANCE MUST BE SUBMITTED NO LATER THAN 14 DAYS PRIOR TO REQUESTED EVENT DATE AND LIST SNELLVILLE PARKS AND RECREATION DEPARTMENT AS ADDITIONAL INSURED.

The Renter acknowledges and agrees that the Renter is encouraged to examine and inspect the City Facilities, to assess their condition, suitability and fitness for the Renter's permitted use. RENTER ACKNOWLEDGES AND AGREES THAT THE CITY MAKES NO EXPRESSED OR IMPLIED WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING WITHOUT LIMITATION, ANY EXPRESSED OR IMPLIED WARRANTIES OF SUITABILITY OF FITNESS FOR ANY PARTICULAR PURPOSE OR FUNCTION. THE RIGHT TO USE CITY FACILITIES IS GRANTED ON AN "AS IS" AND "WHERE AS" BASIS ONLY. Renter further acknowledges that the relationship between the parties is not that between the landlord and tenant as defined in Georgia law.

FOR OFFICE USE ONLY

City Limit Resident Fee \$ _____
 Gw Cty Res Fee \$ _____
 Non-Gw Cty Res Fee \$ _____
 Deposit \$ _____
 Cash Check/MO Visa MC
Receipt # _____
Check # _____

Staff Signature: _____
Date: _____
Certificate of Insurance Required: Y N
Date Received: _____
Rental Attendant: _____

I have read this contract in its entirety and agree to the terms, date, time, facility and fees of this agreement.

Renter's Signature: _____ Date: _____

Snellville Parks & Recreation Department
FACILITY RENTAL AGREEMENT RULES

1. No person is permitted to bring, use, or serve alcoholic beverages on park property or in department buildings.
2. Individuals and groups must follow park rules and regulations.
3. You have fourteen (14) days from your initial request for a reservation to complete the Facility Rental Agreement and make payment in full (including deposit) or your reservation will be cancelled. Full payment must be made and the Facility Rental Agreement completed no less than fourteen (14) days prior to the use of the facility. Please make check payable to S.P.R.D.
4. Due to liability concerns and limited space, the City does not allow inflatables (such as moonwalks), ponies, dunk tanks, firecrackers, fog machines, etc...to be brought on the premises during rentals.
5. Room set-up is required for the Betty McMichael Room (included in the rate) and available for the Courtland Williams Pavilion for an **additional fee of \$15.00** paid when your contract is submitted and rental fee is paid. All room set-up descriptions are due at least fourteen (14) days prior to your rental or a standard set-up will be used.
6. **Deposits will be cashed and then returned within 30 days (as a check mailed from the City)** after the rental; only if all of the following are completed:
 - a) Facilities are clean and trash is bagged and placed outside at the end of the reservation period.
 - b) Facilities and equipment are undamaged.
 - c) If your rental ends 6 p.m. or later for the Courtland Williams Pavilion, the facility will be unlocked for you the day of the rental and you will be given keys; otherwise the facility will be unlocked and locked for you. All keys must be returned the day of the rental. There is a drop box outside the park office on a concrete post and the keys may be placed there immediately following your rental. Signs are to be removed from road and entrance gates.
 - d) Arrival and departure time were adhered to.
7. Snellville Parks & Recreation Department reserves the right to cancel this rental agreement should it become absolutely necessary. In such an instance, a full refund or rescheduling of the event will be offered to the applicant.

ALCOHOL IS PROHIBITED FROM BRISCOE PARK

Refund Policy: No refund will be given due to weather. The renter must notify Snellville Parks & Recreation Department in writing of a cancellation **no less** than fourteen (14) days prior to the reservation date in order to receive a 100% refund less a **\$10.00 administrative fee**. A request for cancellation made less than fourteen (14) days prior to reservation date will **not** be granted a refund except for the deposit. A no show will only receive a deposit refund.

HOLD HARMLESS

Applicant agrees to, and will at all times, indemnify, save, and hold harmless the City of Snellville, its officers, agents, and employees from all liability, claims, demands and cost of every kind and nature, including attorney's fees at trial or appellate levels and all court costs arising out of injury to, or death of persons, and damage to any and all property including loss of use therefore, resulting from or in manner arising out of or in connection with activities or use of the facilities that are mentioned previously. The Applicant will, upon request of the Snellville Parks & Recreation Department, defend and satisfy any and all suits arising from its use of the premises.

INSURANCE AGREEMENT

Liability insurance may be required based on the nature of the activity. Applicant will, at own expense, keep in force during the term of this agreement, insurance from a licensed insurance company. Required certificate of insurance will evidence insurance including: Comprehensive Liability Insurance with a minimum limit of one million dollars per occurrence, combined single limit to include premises, personal injury, and operations. Snellville Parks & Recreation must be listed as additional insured party.

FACILITY RENTAL (per 4 hour block) AND DEPOSIT FEES (Effective 2-1-13)

	<i>Non-profit Groups and Individuals</i>			<i>Profit Groups and Businesses</i>			
	<u>Deposit</u>	<u>City Limit Resident*</u>	<u>Gw County Res.</u>	<u>Non Gw Cty Res.</u>	<u>City Limit Bus.*</u>	<u>Gw Cty Bus.</u>	<u>Non Gw Cty Bus.</u>
<u>Courtland Williams (holds 35 people)</u>							
Mon thru Thurs	\$100 plus	\$ 90	\$120	\$130	\$140	\$165	\$175
Fri thru Sun	\$100 plus	\$100	\$130	\$140	\$150	\$175	\$185
<u>Betty McMichael (holds 100 people)</u>							
Mon thru Thurs	\$200 plus	\$205	\$265	\$275	\$340	\$400	\$410
Fri thru Sun	\$200 plus	\$220	\$280	\$290	\$355	\$415	\$425

*Snellville City Limit residents and businesses pay property taxes to Gwinnett County and to the City of Snellville. Proof of residence is required (i.e. – valid driver's license).

Betty McMichael Room Procedures

For those renting the Betty McMichael Room, a staff attendant is required. This person, selected by the park director, is scheduled to open and close the facility and provide any assistance and building security. The fee for the attendant is included in the rental rate. The cleaning of the Betty McMichael Room is your responsibility after your rental is over (except for table breakdown). If there are any questions or should problems arise during your rental, please bring them to the attention of attendant. The following rules have been established for your protection and will hopefully assist you in having an enjoyable activity:

- 1) The renter is responsible for leaving the facility in the same condition as when the rental began.
- 2) No smoking anywhere inside the building or on the balcony, no firecrackers, no fog machines.
- 3) You are responsible for actions both inside and outside the building.
- 4) Please be aware that the walls and wallpaper are subject to damage. No tape, staples, tacks, etc. shall be attached to any wall or ceiling. Balloons, ribbons, etc. must not remain attached to chairs or tables after rental.
- 5) No open flame, except for approved food warmers, is allowed.
- 6) All trash shall be bagged and placed outside. Any food, debris, etc., shall be removed. (See attendant for additional trash bags.)
- 7) Alcohol is **not** allowed anywhere in the Park.
- 8) Check with the attendant so he/she can check the facility with you before leaving. (You will be asked to sign a checklist verifying all items have been checked and the condition the room was left in.) Turn all lights off at the end of your rental.
- 9) Any activity that is damaging to the facility is your responsibility.
- 10) The room temperature is preset. The Rental Attendant does not have the ability to adjust the temperature.

Courtland Williams Pavilion Procedures

For rentals ending prior to 6 p.m., park staff will unlock and lock the door. For rentals ending 6 p.m. or later, staff will unlock the Courtland Williams Pavilion and give you the key to lock up. For rentals starting after 6 p.m. a key must be picked up at the park office, Monday through Friday, 8 am to 5pm. After the rental, keys must be returned before you leave the park, by dropping them in the drop box outside the park office on the concrete post. The box is labeled "DROP BOX". If the key is not returned, the deposit will not be refunded. It is your responsibility to clean up the pavilion after your rental. It is also your responsibility to secure (lock) all doors if your rental ends after 6 p.m. Please note the following rules/procedures for renting the Courtland Williams Pavilion:

- 1) Turn off lights and air/heat units before leaving.
- 2) No tape, staples, tacks, etc. shall be attached to any wall or ceiling and balloons, ribbons, etc. should not be left attached to chairs or tables after the rental.
- 3) Use of the fireplace is prohibited.
- 4) All food and trash must be bagged and placed outside.
- 5) Kitchen must be left clean and all items shall be removed from the refrigerator.
- 6) Cleaning supplies are stored in the back storage room and are accessed through the table storage room. The key that opens the front door will also open the storage room door. Supplies are inventoried before and after each rental. After use, all cleaning supplies must be returned to the supply room and doors locked. Any missing items or non-return of key will result in a forfeiture of deposit.