



Snellville Parks & Recreation Department
Betty McMichael Room Rental Agreement
 2500 Sawyer Parkway, Snellville, GA 30078

**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**

DEPOSIT WILL BE MAILED TO NAME AND ADDRESS BELOW

Pay by date _____

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 a 4 hour block minimum 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 or the event itself. EARLY ARRIVAL IS NOT ALLOWED AND IF YOU STAY PAST YOUR END TIME, YOUR DEPOSIT WILL BE FORFEITED.

Estimated: Participants _____ Vehicles _____

Betty McMichael _____ **Only twelve–eight foot tables (incl food tables) & 100 chairs are available**
 (Max Capacity 100) • **Room Setup is mandatory.** Setup diagram must be provided 14 days prior to event

Special Events 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.

<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> City Limit Resident Fee \$ _____ <input type="checkbox"/> Gw Cty Res Fee \$ _____ <input type="checkbox"/> Non-Gw Cty Res Fee \$ _____ <input checked="" type="checkbox"/> Deposit \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check/MO <input type="checkbox"/> Visa <input type="checkbox"/> MC Receipt # _____ Check # _____ </div>	<p align="center"><u>FOR OFFICE USE ONLY</u></p> Staff Signature: _____ Date: _____ Certificate of Insurance Required: Y N Date Received: _____ Rental Attendant: _____
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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. Any check returned for insufficient funds is subject to a \$35 fee.
4. Due to liability concerns and limited space, the City does not allow inflatables (such as moonwalks), ponies, dunk tanks, firecrackers, fog machines, deep fryers, etc...to be brought on the premises during rentals. **Confetti is not allowed-inside or outside.** Only mounting putty may be used to attach things to the walls and it must be removed when you leave. All balloons and strings attached to chairs, must be removed.
5. Room set-up is required for the Betty McMichael Room (included in the rate). 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 and walls are undamaged.
 - c) A staff member will meet you at your rental start time to unlock the building and they will be present during your entire rental and will lock up. Signs, balloons, ribbons, etc. 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 IN 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 a special event. 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

	<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>
Mon thru Thurs	\$200 plus	\$205	\$265	\$275	\$340	\$400	\$410
Fri thru Sun	\$200 plus	\$220	\$280	\$290	\$355	\$415	\$425

To add on hours, divide rate (excluding deposit) by four to get the hourly rate.

*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). **Deposit refund will be mailed to the address on the contract within 30 days.** To add hours, divide 4 hour rate by 4. Please check your “city limit” residency at snellville.org “Am I in the city? A lot of Snellville mailing addresses are NOT IN THE CITY LIMITS.

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 needed. 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 the 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 are subject to damage. No tape, staples, tacks, etc. shall be attached to any wall or ceiling. Mounting putty may be used, but must be removed when you leave. Balloons, ribbons, etc. must not remain attached to chairs or tables after rental.
- 5) No open flame, except for approved food warmers, is allowed. No oil cookers or boilers are allowed.
- 6) All trash should be bagged and placed outside. Any food, debris, etc., shall be removed from floor, tables, sink, chairs, etc. (See attendant for additional trash bags, if needed.)
- 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 (including restrooms). 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.