

**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"/> Bud Kelley (Pavilion #1 – Serving Window) | \$75.00 rental fee for 4 hours \$25.00 refundable key fee | 75 | YES |
| <input type="checkbox"/> Bud Kelley (Pavilion #2 – nearest to restrooms) | \$25.00 rental fee for 3 hours | 50 | YES |
| <input type="checkbox"/> Bud Kelley (Pavilion #3 – nearest to fitness area) | \$25.00 rental fee for 3 hours | 50 | YES |
| <input type="checkbox"/> Heritage (nearest Kidsville playground) | \$25.00 rental fee for 3 hours | 50 | YES |
| <input type="checkbox"/> JP Moseley (Pavilion #1 – nearest Miller’s Mill Road) | \$25.00 rental fee for 3 hours | 50 | YES |
| <input type="checkbox"/> JP Moseley (Pavilion #2 – nearest parking lot) | \$25.00 rental fee for 3 hours | 50 | 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 Park (nearest to entrance) | \$25.00 rental fee for 3 hours | 50 | YES |
| <input type="checkbox"/> Village Park (Pavilion #1 – Serving Window) | \$75.00 rental fee for 4 hours \$25.00 refundable key fee | 75 | YES |
| <input type="checkbox"/> Village Park (Pavilion #2 – nearest to restrooms) | \$25.00 rental fee for 3 hours | 50 | YES |
| <input type="checkbox"/> Village Park (Pavilion #3 – nearest to splash pad area) | \$25.00 rental fee for 3 hours | 50 | YES |

_____ [initial here] Outdoor Pavilion 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 groups 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.

PAVILION RULES:

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 permit 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 HCPRD.
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 _____

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

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

RECVIED BY _____ RECEIPT # _____ PERMIT # _____

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 \$1,000,000 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 and properly secured by manufacture's requirements.
5. All inflatables must have an attendant provided by the inflatable company at all times.
6. If covered inflatables are discovered during an event, the inflatable company will be asked to leave the event.
7. A leash law is in effect. All pets must be on a leash at all times.
8. You must clean up after your pet.
9. 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.
10. 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*****

DIRECTOR APPROVED: _____ NOT APPROVED: _____

TYPE OF AMENITY APPROVED _____ AMENITY FEE: _____

DATE OF INSURANCE POLICY RECEIVED: _____