

**Henry County Parks and Recreation  
PAVILION RENTAL  
Rules and Lease Contract**

**Please check the pavilion you would like to reserve:**

**Rental Fee: \$25.00 rental fee for 3 hours for Residents; \$50.00 rental fee for 3 hours for Non-Residents**

<u>Park</u>	<u>Capacity</u>	<u>Electricity</u>
<input type="checkbox"/> Bud Kelley (Pavilion #2 – nearest to restrooms)	50	YES
<input type="checkbox"/> Bud Kelley (Pavilion #3 – nearest to fitness area)	50	YES
<input type="checkbox"/> Heritage (nearest Kidsville playground)	50	YES
<input type="checkbox"/> JP Moseley (Pavilion #1 – nearest Miller’s Mill Road)	50	YES
<input type="checkbox"/> JP Moseley (Pavilion #2 – nearest parking lot)	50	YES
<input type="checkbox"/> North Mt. Carmel (Pavilion #1 – nearest Bark Park)	50	YES
<input type="checkbox"/> North Mt. Carmel (Pavilion #2 – nearest playground)	50	NO
<input type="checkbox"/> Sandy Ridge Park (nearest to entrance)	50	YES
<input type="checkbox"/> Village Park (Pavilion #2 – nearest to restrooms)	50	YES
<input type="checkbox"/> Village Park (Pavilion #3 – nearest to splash pad area)	50	YES

**Rental Fee: \$75.00 rental fee for 4 hours for Residents PLUS \$50.00 refundable clean-up/key fee\*\*  
\$150.00 rental fee for 4 hours for Non-Residents PLUS \$50.00 refundable clean-up/key fee\*\***

<input type="checkbox"/> Bud Kelley (Pavilion #1 – Serving Window)	75	YES
<input type="checkbox"/> Village Park (Pavilion #1 – Serving Window)	75	YES

**\*\*Clean-up/key fee will be refunded in the form of a check and mailed to the person who made the payment within three weeks after the event date. Failure to clean up may result in being banned for future pavilion rentals.**

\_\_\_\_\_ [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, removing your trash from the facility and placing it in the dumpster located in the park. 60 gallon trash bags will be fit the trash cans.**
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 for all parks with the exception of Village Park at North Henry. All pets must be on a leash at all times. You must clean up after your pet. **County Ordinance Sec. 3-13-2**
8. No domesticated animal, such as a dog, cat or other domesticated pet, is to enter Village Park at North Henry located at 750 Fairview Road in Ellenwood, Georgia, without express written permission from the County. **County Ordinance Sec. 3-13-2(9)**
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.

RENTER'S NAME (print) \_\_\_\_\_

DATE TO USE FACILITY \_\_\_\_\_ FACILITY REQUESTED \_\_\_\_\_

COMPANY NAME TO PROVIDE AMENITIES \_\_\_\_\_

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: \_\_\_\_\_

# **SPECIAL PERMIT REQUEST FOR USE OF AMENITIES**