



Jason T. Harper Event Center

All agreements are between the Renter and JTHEC. Any failure by a vendor to complete all required duties is the responsibility of the renter. We strongly suggest that you, the renter, make yourself very familiar with all rules and regulations contained in this information packet.

A signed Rental Contract and a security deposit of \$350.00 are required to guarantee facility and date. The remaining rental balance, clean-up fee and a non-refundable maintenance fee is due two (2) weeks prior to event date. An event set-up layout must be provided to the Facility coordinator for approval no later than three (3) weeks before schedule event date.

- Failure to pay the balance could result in loss of reservation and deposit.
- Security deposit will be refunded when the JTHEC staff is assured that all contract requirements have been fulfilled.
- Clean-up deposit 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.

General Policy _____ [initial here]

- Reservations are issued to the first party to complete a contract. If you do not have a contract and have not given a deposit then your date is still available and may be rented to another party.
- Rental time includes your setup and cleanup time for your event. All event contractors must work within your time limit and if you exceed your contracted time, you will be charged an additional fee.
- A Facility Attendant is required to assist with the event at \$15.00 per hour for a minimum of one (1) hour before, during event and one (1) hour after the event. This payment is to be paid in cash at the end of the event.
- If a Conference Room is rented, then the Facility Attendant is required to assist from the time the Licensee needs inside the Conference Room for set-up until the end of the event. Conference Rooms are an additional fee.
- **SMOKING** is prohibited on the premises. If a guest at your event is observed smoking they will be asked to leave the premises immediately.
- Vendor sites shall be limited to one vendor only. There shall be no assignment or subletting without written approval of the Facility Coordinator. The Facility Coordinator must be provided with signed contracts for all vendors on-site during the event.
- All electrical extension cords must be twelve (12) gauge, three (3) wire negative ground type.
- Advertisements or public announcements identifying the Jason T. Harper Event Center should not be distributed without written approval from the JTHEC Staff.
- All equipment or material must be removed by the Move-Out date. There will be a \$200.00 surcharge per day for any equipment or materials which have to be removed unless otherwise agreed upon between Henry County, Georgia and the Licensee.
- The selling or use of silly string, pop rocks, and laser lights are prohibited.

- The Licensee will maintain clean facilities and grounds during the scheduled events.
- The Facility Coordinator's decision on all questions of policy is final.
- The licensee may be required to provide emergency medical services to said event. Such services shall be adequate to provide emergency medical attention to a group the size of that attending the special event for the duration of the event. Said emergency medical services shall be approved, in writing, by the director of Henry County Emergency Medical Services at least ten (10) days prior to the event.
- The Licensee shall provide water, toilet and sewer facilities adequate to service the needs of the number of persons attending the event for its duration, and to protect the environment. Such facilities shall be approved by the Henry County Health Department prior to issuance of the license.
- The Licensee shall take measures to insure that no fire hazard exists at the site or the event. Written approval shall be secured from the Chief of the Henry County Fire Department prior to the date of the event, certifying that the conduct of the event poses no undue fire hazard, considering the size and nature of the facilities and number of persons attending the event.

Cancellation Policy _____ [initial here]

- Any rental can be cancelled before the end of the following business day and only incur the loss of a \$25.00 administrative fee.
- All cancellations/transfers must be made in writing.
- Reservation deposit is refundable 120 days (4 months) or more prior to function date minus the \$25.00 administrative fee.
- Transfer of function date is allowable 120 days (4 months) or more before function. Only 1 transfer is allowed per function and will incur a \$25.00 administrative fee. If the date is changed, no refund will be given in case of cancellation.
- Cancellation less than 120 days but more than 60 days will result in loss of 50% of rental fee.
- Cancellation less than 60 days before event will result in total loss of rental fee. The security deposit will be refunded if paid.
- Active Duty Military personnel are exempt from penalty in the case of an emergency deployment.

Reasons for forfeiture of security deposit _____ [initial here]

- Breakage, damage, and/or loss of items from kitchen or facility.
- Entry before specified rental time, departure after rental time.
- Violation of rules by renter or vendors contracted by renter.
- Destruction of facility or property of JTHEC.
- Failure to check out with the JTHEC Staff.

Insurance Policy _____ [initial here]

- Renter shall secure and maintain a comprehensive general liability insurance policy covering against claims for bodily injury, death, or property damage occurring on, in or about the Premises and any adjoining property.
- The amount of insurance is no less than \$1,000,000.00 for bodily injury or death to any one person and \$1,000,000.00 per occurrence for property damage.

- Insurance policy should include an additional insured endorsement making Henry County an additional insured thereunder and listed as “Henry County Government”.
- Facility Coordinator shall have a copy of insurance the policy thirty (30) days prior to the event.

Food Service Policy _____ [initial here]

- Food Service concessionaires (vendors) are not permitted without separate negotiated agreement and written consent from Henry County.
- A rental fee of \$100.00 per day is required as well as a \$350.00 clean-up deposit at the time of facility rental.

Alcohol Policy _____ [initial here]

- Dispensing alcohol requires permission from the Henry County Parks and Recreation Advisory Board, a McDonough City Single Event Alcohol Permit and a State Alcohol License and shall require a licensed beverage caterer/bartender.
- “Request to Serve Alcoholic Beverages” must be completed and signed by an authorized person of the group or organization and returned to Henry County Parks and Recreation by the first of the month and at least 1 month prior to the event.
- The Henry County Parks and Recreation Advisory Board must pre-approve the Request form.
- All sections of the Request to Serve Alcoholic Beverages form must be completed by group or organization prior to submitting for approval.
- Once group or organization has obtained approval from the Advisory Board, group or organization must obtain permission from the Henry County Planning and Zoning Department.
- Group or organization must also obtain a City Single Event Alcohol Permit from the City of McDonough in order to sell alcohol.
- Any alcohol consumption requires the presence of at least one security officer at the expense of the renter (4-hour minimum). More may be required depending on the size of the event.
- Any misuse or misrepresentation of a facility will cause your event to be ended by the security officer. No refund will be given.
- We do not allow cash bars and we must know the details of alcohol at least 60 days before your event. We reserve the right to discontinue alcohol being distributed if rules are not being followed.

Vehicle Policy _____ [initial here]

- Only licensed vehicles with licensed operators will be permitted on premises roadways.
- No motorcycles, mopeds, “four wheelers” or golf carts allowed except those designated “Official Use Only” for show personnel, trainers and competitors when necessary.
- No bicycles, skateboards or roller blades allowed during organized events.
- All vehicles must park within designated areas. Persons not willing to abide by this rule will be asked to leave the grounds. There are designated areas for cars and trucks, trailers and ship-in parking.
- All aisles and roadways around the arena must be kept open at all times due to fire regulations. Owners will be asked to move vehicles or risk being towed or fined or both.
- All of the parking duties must be handled by the Licensee, unless otherwise agreed upon between the Facility Coordinator and the Licensee.

Animal Policy _____ [initial here]

- Absolutely no pets are allowed on the premises.
- No animals will be lunged in any show ring.
- No animal will be permitted on areas designated for pedestrian traffic; roped, chained or fenced off rings or grounds; or otherwise off limits area.
- Refuse from horse or cattle trailers cannot be emptied in parking lots.
- Renter shall obtain from each participant in an equine activity a signed statement acknowledging the inherent risks involved in equine activities.
- Renter also agrees to post warning notices and shall be conspicuously placed throughout the premises in black letters.

Amenity Policy _____ [initial here]

- 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.
- 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.**
- Any inflatables used are required to be open top. NO moonwalks, bounce houses, etc. are allowed.
- All inflatables must be placed on level ground and tied down and properly secured by manufacture's requirements.
- All inflatables must have an attendant provided by the inflatable company at all times.
- If covered inflatables are discovered during an event, the inflatable company will be asked to leave the event.
- 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.

Important Things You Need to Know _____ [initial here]

- No contract is considered a guarantee until it is received, signed and a security deposit of \$350.00 has been received by the Facility Coordinator.
- The balance will be due two (2) weeks prior to the event date.