



City of Jenkinsburg
Jenkinsburg, GA 30234
Office: 770.775.4850
Fax: 770.775.7669

City of Jenkinsburg Facility Rental Agreement

Contact Name: _____ Today's Date _____

Event Date: _____

*Start time: _____ *End Time: _____ **(10am -8pm)**

** These hours must include all time required for set-up, the actual event, and take down & clean-up.*

Private Commercial Fundraising Non-Profit

Type of Activity/Purpose of Rental: _____ Estimated Attendance: _____

Contact Person E-Mail Address: _____ Phone: _____

Contact Person Address: _____

City

State

Zip

Describe in specific detail this event: _____

Serving Food: Y N

Deejay/Band: Y N

Collecting Money: Y N

Printed Name of Individual Completing this Form: _____

Signature: _____

(OFFICIAL USE ONLY)

Special Stipulations: _____

Clubhouse Rental 10-hrs (10am -8pm)
\$250 Deposit \$500 Rental fee

Pavilion Rental (\$55)

Deposit Returned to: _____

Date: _____ CK.# _____

Deposit \$ _____ Date _____

Cash ___ Ck ___ # _____ CC ___ MO ___

Staff Initials: _____

Remaining Amt. \$ _____ Date _____

Cash ___ Ck ___ # _____ CC ___ MO ___

Staff Initials: _____

Jenkinsburg Facility Rental

Do's & Don'ts

A signed Rental Contract and \$250 for the security deposit are required to guarantee rental and date. The remaining rental balance of \$500 is due two weeks prior to the event date. If your event is on Saturday or Sunday, your payment must be paid on Friday, two weeks before your event. Failure to pay the balance could result in loss of reservation and deposit. If cancellations are submitted within two weeks, deposit will be refunded minus a \$25.00 administrative fee.

If the rental requirements have been fulfilled the security deposit will be refunded in the form of a check and mailed to the person who secured the rental within three weeks after the event date.

- Reservations are issued to the first party to complete a rental agreement. 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.
- A key to the Event Center is in a lockbox located on the front door at the Event Center. A code and instructions how to access the key will be sent via text to the phone number provided on the rental agreement. You will receive the text on the morning of your event.
- All event set up, decoration and clean up are to be done within the allotted rental time.
Rental time is from 10:00 a.m. until 8:00 p.m.
- No furniture or equipment is to be moved or removed without prior written approval. Doing this may result in the forfeiture of your deposit. Tables may be rearranged to your liking.
- NO alcohol is permitted on city property.
- **NO SMOKING** is allowed inside any city building. If a guest at your event is observed smoking in the building they will be asked to leave the premises immediately.
- Trash bags being removed from the building **MUST NOT** be taken out of trash containers until you reach the kitchen area and **MUST NOT** be pulled across the floor.
- Please do not allow your guests to throw items into the gas logs. The fire place will be operated by city Staff **ONLY** - if prior arrangements have been made. Tampering with the gas logs will result in automatic forfeiture of your deposit.
- Public access grills are provided in Memorial Park.

By signature below, I am acknowledging that I have read and understand all of the above.

Signature

Date

Jenkinsburg Facility Rental

Do's & Don'ts

Reasons for forfeiture of security deposit

- Rental Hours are from 10:00 am until 8:00 pm. You will not get your deposit back if you enter before 10:00 am or leave after 8:00. You will also be charged for additional time.
- Destruction of facility or property of the City of Jenkinsburg. Breakage, damage, and/or loss of items from kitchen or facility.
- Absolutely no pyrotechnics on any city property.
- No smoke or fog machines are allowed in the Event Center.
- Decorations may not be attached in any way to surface, ceilings or walls of the facility. No nails, tacks, staples, tape or other items should be used to hang objects anywhere in the building or on the premises.
- No items should be hung from mantle, wall sconces or overhead light fixtures.
- No open candles are allowed on tables. Candles must be domed or contained in some way.
- No glitter or confetti is allowed in the Community Center.
- Inflatables are not allowed on any City property due to insurance liability. In addition to forfeiting your deposit there will be a \$500 fine.
- Facility must be left in good condition. Floors must be swept. All tables and countertops must be wiped down. Kitchen must be left clean and all trash must be bagged/tied and left in kitchen area.
- Music allowed inside of event center only. Music must be kept at moderate level so that it cannot not be heard outside of building.
- Violation of any rules by renter or by vendors contracted by renter.
- No alcohol allowed on any City property.
- No smoking allowed on any City property.
- Cleanup is required. Cleanup includes sweeping the floor, wiping down all tables and cleaning the kitchen. All trash must be bagged and tied. Trash bags can be placed in large trash cans and left in the kitchen.

By signature below, I am acknowledging that I have read and understand all of the above.

Signature

Date