



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

City of Jenkinsburg Facility Rental Agreement

Contact Name: _____

Event Date: _____

*Start time: _____ *End Time: _____

** These hours must include all time required for set-up, the actual event, 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: _____

- Pavilion Rental including Porta-Potty (\$55)
- Clubhouse Rental 8-hrs (\$200 + \$100 cleaning deposit)
- Clubhouse Rental 4-hrs (\$100 + \$100 cleaning deposit)
- Electrical Service (\$25)
- Water Service (\$10)
- 5K Run Certification (\$40)

Deposit Returned to: _____ Date: _____

Total Due = \$ _____	Bal. due = \$ _____
Amt. Paid = \$ _____	Amt. Paid = \$ _____
Receipt # _____	Receipt # _____
Staff Initials: _____	

Jenkinsburg Facility Rental

Do's & Don'ts

A signed Rental Contract and 50% of the total rental fee (including the security deposit) are required to guarantee rental and date. The remaining rental balance is due 21 days prior to the event date. Failure to pay the balance could result in loss of reservation and deposit. 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 must be made in writing. Immediately following the rental event, a check-out sheet must be completed and signed by the individual securing the facility rental. The security deposit will be refunded when city staff are assured that 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 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.
- All event set up, decoration and clean up are to be done within the allotted rental time.
- Due to city noise ordinance, all music, etc. must be completed by 11:00 PM.
- Required cleanup is as follows: sweeping the floor, wiping down all tables, placing tables and chairs back in the initial configuration and the removal of all trash to the dumpster.
- No furniture or equipment is to be moved or removed without prior written approval. Doing this may result in the forfeiture of your deposit.
- 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 food or beverage at your event. Allowing this will result in automatic forfeiture of your deposit
- 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. If requested, a barrel-style portable grill can be provided for outside use at the Community Center.

Jenkinsburg Facility Rental Do's & Don'ts

- **Reasons for forfeiture of security deposit**
 - 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 by vendors contracted by renter.
 - Destruction of facility or property of the City of Jenkinsburg.
 - Failure to properly complete the required check-out sheet.
- No linens are included in your rental.
- Absolutely no pyrotechnics on any city property.
- No smoke or fog machines are allowed in the Community 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. This will be subject to forfeit of your deposit.
- 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.
- Any inflatables used must be placed on level ground in the designated area of Memorial Park and tied down/properly secured per manufacture's requirements.
- In the event that the renter goes over the stated hours in this contract, \$25.00 per hour will be taken out of the renter's security deposit. Breakdown and cleanup of all rental facility areas used by the renter will be the renter's responsibility.
- Children are expected to be supervised at **ALL** times and should **NOT** be allowed to run inside the facility.

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

Signature

Date