

AUGUSTA RECREATION AND PARKS DEPARTMENT
(Revised September, 2016)

DATE OF CONTRACT _____ CONTRACT # _____

DATE OF EVENT _____

FACILITY _____
(NAME OF FACILITY) (AREA)

RETURN THIS FORM WITHIN FIVE (5) DAYS

FACILITY RENTAL POLICY CONTRACT

NAME OF ORGANIZATION / SPONSOR _____

CONTACT PERSON _____ DATE OF BIRTH _____

MAILING ADDRESS _____
(NUMBER) (STREET)

(CITY) (STATE) (ZIP CODE) (*E-MAIL ADDRESS **required*)

TELEPHONE NUMBER _____
(HOME) (WORK) (CELL)

TYPE OF EVENT _____

- WILL YOU BE SELLING TICKETS? _____ ADVANCED AT THE DOOR BOTH (*circle one*)
- TEEN EVENT (any event for ages 13 to 20) _____ (*teen policy required, please sign*)

ALCOHOL PRESENT _____ BYOB _____ CASH BAR _____ (*see page 2*)

(All Alcoholic Beverage service must stop thirty (30) minutes prior to scheduled ending time for security.)

(All events with alcohol and/or any type of sales {including advanced ticket sales} require the attached form be taken to License and Inspections a minimum of 45 days prior to rental.)

NUMBER OF PEOPLE EXPECTED TO ATTEND _____

TIME YOU WANT TO GET INTO THE FACILITY: _____ A.M. _____ P.M.

EVENT HOURS: TIME IN: _____ TIME OUT: _____
(Event must end by midnight)

BREAK DOWN/CLEANING TIME: BEGINNING TIME: _____ ENDING TIME: _____
(Renter may clean from 12 am until 1 am)

I, the undersigned, agree to the terms of the contract and have read the facility rental policies presented to me by the Augusta Recreation and Parks.

(SIGNATURE OF APPLICANT) DATE: _____

I (renter) AGREE TO FORFEIT MY DEPOSIT, AND WILL NOT BE CLEANING FACILITY _____

PLEASE SIGN BOTH SIDES OF THIS CONTRACT

AUGUSTA RECREATION AND PARKS DEPARTMENT, Facility Rental Policies

GENERAL INFORMATION

All rentals are on a first come/ first serve basis. Minimum age requirement for renting a building is twenty-one (21). **All events must end by 12:00 a.m. in all facilities.** Augusta Recreation and Parks Department (ARPD) will not be responsible for any items left on the premises. Any damages will have to be repaired by the Recreation Department or a contractor obtained by the department and will be paid for by the renting party. Augusta Recreation and Parks is not liable for any injuries occurring from activities associated with the rental. Failure to follow the policy set forth in this contract could result in the immediate shut down of the event and the renting party may not be allowed to use any Augusta Recreation and Parks rental facilities in the future. No smoking is allowed in any Recreation & Parks facility.

**Balance of the rental fee is due thirty (30) days prior to the event.
Any fees paid within thirty (30) days of the event must be paid in cash.
All rental times must be confirmed in full seventy-two (72) hours in advance.**

ADDITIONAL EXPENSES (Fees subject to change)

The Superintendent, the Deputy, and the Firefighter fees are additional expenses not included with the rental fee. Certain events may necessitate the presence of security from the Richmond County Sheriff's Department and/or Augusta Fire Department. That determination is made by Augusta Recreation and Parks. Any event in which money is charged has certain requirements (alcohol and/or business license and extra employees)- these also require pre-approval by the Director of ARPD. Augusta Recreation and Parks will make arrangements for the deputy(s), firefighter, and superintendents.

All of the following employee's fees are due, IN CASH ONLY, the day of the event — upon arrival at facility.

If the facility is understaffed for the numbers of guests that show up, the event may be shut down immediately.

Superintendent's Fee

All functions at rental buildings must have a department-employed superintendent on duty for the entire length of the rental.

Normal working hours for the superintendent are Monday through Friday from 8:30 am until 5:00 pm and are included at no cost. (Holidays are not included.) For weekday events, the renting party must pay the superintendent's fee starting from 5:00 pm until everyone leaves the facility (4 hour minimum). On Saturday, Sunday or Holidays, the superintendent must be paid for ALL the hours that you are in the facility (4 hour minimum for the morning shift and 4 hour minimum for the evening shift, with minimum 2 hour break between shifts). Please note that this must also include your setup and cleaning time. Certain events with over 200 guests may be required to have an additional superintendent on duty during the event hours. The superintendent(s) will only be there to admit entrance, be on site and to close up the facility. In the event of any electrical, mechanical, or plumbing problems, it is in the best interest of the Recreation Department and the renter to have this representative on duty. You must **SCHEDULE** your times to get into the building 72 hours **IN ADVANCE**.

Hourly fee \$18.00 per hour (4 hour minimum) **CASH ONLY** (rate subject to change without notice)

Deputy and Firefighter Fees

★ **Any** event where alcohol is served (regardless of guest count) requires a Richmond County Deputy on duty during the event hours.

(All Alcoholic Beverage service must stop thirty (30) minutes prior to scheduled ending time for security; must also send attached form to License & Inspections.)

★ Events with 100 or more guests are required to have an Augusta Firefighter on duty during the event hours.

★ Certain events with over 200 guests may be required to have additional deputies on duty during event hours.

Hourly fees \$22 per hour; \$25 Sunday/Holidays (4 hour minimum) **CASH ONLY** (rate subject to change without notice)

"RENTALS DESIGNATED AS TEENAGE EVENTS WILL REQUIRE TWO (2) SECURITY FROM THE RICHMOND COUNTY SHERIFF'S DEPARTMENT; and follow the attached TEENAGE RENTAL POLICY; THIS IS TO INSURE PROPER SECURITY AND PROTECTION DURING THESE RENTALS AND MUST BE CONFIRMED 10 DAYS PRIOR TO RENTAL."

RENTAL RESERVATION PROCEDURES

Contact the **Administrative Office at (706) 796-5025** for rental reservations (other than community centers). Office hours are Monday through Friday from 8:30 am until 5:00 pm. If renting a Community Center & Neighborhood Park - Pay at the center or park. If renting any other facility – send payment to: 2027 Lumpkin Road, Augusta, Georgia 30906 – Attn. Rental Coordinator Make checks payable to: **Augusta Recreation and Parks**

CANCELLATIONS/TRANSFERS

Prior to 90 days of the event date: 100% refund

Less than 90, but more than 60 days of the event date: 50% refund

Less than 60 days of the event date: NO REFUND

Minimum 60 day notice required to transfer/move a date (this allowed 1 time only).

The confirmation/clean up-set up deposit will be returned within 20 working days following the event if warranted.

EVENT SETUP

★ All of the set up (linens, caterers, florists, etc.) for the event must be done **ON THE DAY OF THE EVENT**. A certain number of tables and chairs are available on the premises. If additional tables/chairs are needed, they will be the responsibility of the renting party.

★ Table/chair set up and break down is the responsibility of the renter in all facilities, except the Old Government House (see next item). Failure to take down set up will result in forfeiture of the clean up deposit.

★ Table/chair set up at the Old Government House (if requested/deposit forfeited) includes initial set up only.

★ Clean up must be done **ON THE DAY OF THE EVENT** as well. See attached checklist (renter and superintendent must sign checklist for deposit to be refunded.)

PERMITS/LICENSES

All events with alcohol and/or any type of sales (including advanced ticket sales) require the attached form be taken to License and Inspections a minimum of 45 days prior to rental. (Richmond County License and Inspections Department (706) 312-5036) Reminder: these types of events also require pre-approval from a deputy director or the director of ARPD. Inflatable play equipment requires a permit from Augusta Recreation and Parks (water inflatables not allowed/electricity not provided).

PAY AT THE DOOR EVENTS

The Recreation Department has the right to disapprove any pay at the door events. ALL pay at the door events must be approved by the Director or Deputy Director of ARPD – No exceptions! These events will require a mandatory minimum of 4 security officers, 1 fire marshal and 2 superintendents. Pay at the door events will require the renting party to provide a \$1 million dollar liability insurance certificate prior to the event.

Alcoholic beverages are not permitted at Parks, including Lock & Dam or Pendleton King Park.

For more information, contact the Augusta Recreation, Parks and Facilities Department, 2027 Lumpkin Road, Augusta, Georgia 30906 - (706) 796-5025.

Please sign indicating that you have read this contract: Signature _____

(Revised 12/2015)

Additional Expenses – Indoor Facilities Only

These fees must be paid by the renter – prior to the start of the event and must be paid in CASH.

Superintendent	Hourly Rate	\$18 per hour	Minimum 4 hours
Richmond County Sheriff's Deputy	Hourly Rate	\$22 per hour, \$25 Sunday/Holidays	Minimum 4 hours
Augusta Fire Fighter	Hourly Rate	\$22 per hour, \$25 Sunday/Holidays	Minimum 4 hours

RENTAL FACILITIES	Confirmation/Cleanup Deposit	Rent	Total
Boathouse	\$200	\$750	\$950
Diamond Lakes Pavilion		\$100	\$100
Gracewood Center	\$75	\$200	\$275
Julian Smith Casino	\$150	\$550	\$700
Julian Smith Barbecue Pit & Dining Hall	\$100	\$450	\$550
Julian Smith Gazebo	\$25	\$50	\$75
Minnick Park	\$75	\$200	\$275
Old Government House	\$200	\$700	\$900
Old Government House – Photo Session		\$55	\$55

Photo Sessions at the Old Government House may be scheduled Monday through Thursday, during normal working hours only by calling (706) 821-1812.

LOCK & DAM PARK (Alcoholic Beverages Prohibited) (Parking is free)

FACILITIES	Confirmation/Cleanup Deposit	Rent	Total
Shelter III	\$50	\$100	\$150
Shelter II	\$50	\$80	\$130
Shelter I	\$50	\$50	\$100
Table Group II	\$20	\$40	\$60
Table Group I	\$20	\$40	\$60

RESERVED sign will be placed at the facility on the day of your event.

Inflatable play equipment requires an additional permit!

Shelter III	Tables: 10	Grills: 3	Water: Yes	Table Group II	Tables: 3	Grills: 3	Water: No
Shelter II	Tables: 8	Grills: 3	Water: Yes	Table Group I	Tables: 3	Grills: 3	Water: No
Shelter I	Tables: 5	Grills: 2	Water: No				

PENDLETON KING PARK (Alcoholic Beverages Prohibited) (Parking is free)

FACILITIES	Confirmation/Cleanup Deposit	Rent	Total
Franke Pavilion	\$50	\$150	\$200
Covered Picnic Shelter	\$25	\$50	\$75
Hydrangea Garden w/Pergola	\$25	\$75	\$100
Blue Garden w/Gazebo	\$25	\$25	\$50
Touch & Smell Garden	\$25	\$25	\$50
Duck Pond Shelter	\$25	\$50	\$75

RESERVED sign will be placed at the facility on the day of your event.

NO grills allowed under the covered areas. NO staked tents allowed in the park.

Renters must provide tables/chairs for outside use (tables/chairs available at Franke Pavilion only).

Duck Pond Shelter parking is available at the tennis courts or regular parking lot – renters can not drive to shelter.

Inflatable play equipment requires an additional permit!

Rental hours are 8 am until 8 pm on Monday through Sunday from April through September; and 8 am until 6 pm all other months.

All events should end 30 minutes prior to the gate closing time for patrons to exit the park for the gates to close on time.

Franke Pavillion: 200 seated theatre style; 125 seated w/tables & chairs (11 tables, 35 chairs available)

Covered Picnic Shelter: Tables 4 Grill 1 Water: Yes

Hydrangea Garden w/Pergola Approximately 100 seated theatre style; 60 seated w/tables & chairs (renter must provide tables/chairs)

Duck Pond Shelter: Tables 2

****PLEASE SEE OTHER SIDE FOR COMMUNITY CENTERS/PARKS PRICING****

COMMUNITY CENTER/PARKS (Revised 12/2015) Inflatable play equipment requires an additional permit!

<u>Facility</u>	<u>Entire Center</u>	<u>Deposit</u>	<u>Club Room</u>	<u>Deposit</u>	<u>Multi-Purpose Room</u>	<u>Deposit</u>
Blythe					\$200	\$75
Bernie Ward	\$330	\$150	\$70	\$70		
Brigham	\$330	\$150				
Brigham Senior Building	\$220	\$75				
Brookfield Pavilion	\$100					
Carrie J Mays	\$330	\$150				
Carrie J Mays Family Life Center	\$200	\$75				
Diamond Lakes Community Center	\$350	\$150			\$175	\$75
Dyess Park	\$200	\$75				
Eastview Park	\$200	\$75				
Garrett	\$330	\$150				
May Park	\$330	\$150	\$70	\$70		
McBean	\$200	\$75				
McDuffie Woods	\$330	\$150	\$70	\$70	\$175	\$75
Sand Hills	\$200	\$75				
Warren Road	\$330	\$150	\$70	\$70		
W T Johnson	\$330	\$150			\$175	\$75
Wood Park	\$100	\$75				
Wood Park w/Splash Park	\$150	\$75				

ATHLETIC FIELD RENTALS:

(Alcoholic beverages prohibited) Inflatable play equipment requires an additional permit!

Facility:	Field Rental Fee:	Field Light Fee:
Fleming Athletic Complex <i>(Four field complex)</i>	\$ 25.00 per hour (Under 4 hours) \$ 100.00 per day (4 hours or more)	\$ 25.00 per hour (additional) \$ 25.00 per hour (additional)
Eisenhower Park Complex <i>(Four field complex)</i>	\$ 25.00 per hour (Under 4 hours) \$ 100.00 per day (4 hours or more)	\$ 25.00 per hour (additional) \$ 25.00 per hour (additional)
May Park Athletic Complex <i>(Two field complex)</i>	\$ 25.00 per hour (Under 4 hours) \$ 100.00 per day (4 hours or more)	\$ 25.00 per hour (additional) \$ 25.00 per hour (additional)
Lake Olmstead Ballfield	\$ 25.00 per hour (Under 4 hours) \$ 100.00 per day (4 hours or more)	\$ 25.00 per hour (additional) \$ 25.00 per hour (additional)

All rental fees or usage fees are on a per-field basis. Superintendents are mandatory for all rentals at \$18.00 per hour with a four hour minimum. Security may be required depending on the type of event being held and the number of patrons attending the event. There will be a charge of \$15.00 per field for any tournament or game field preparation.