



# Park/Pavilion Rental Agreement

Leisure Services Department  
25 Jefferson Street Newnan, Ga 30263  
770-253-2682 x236  
kmosley@cityofnewnan.org

\_\_\_\_\_  
First Name Last Name Company Name, If Applicable

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Home Phone Cell Phone Email Address

\_\_\_\_\_  
Type of Event Park Name Pavilion Requested

\_\_\_\_\_  
Date of Event Rental Start Time Rental End Time Estimated Attendance

What are you planning to bring to and set up at the Park/Pavilion?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A Security Deposit in the amount of \$50.00 must be paid via check made payable to the City of Newnan at the time the reservation is made. Security deposits will be held by the City until after the scheduled event. The deposit is refundable after an inspection takes place within 72 hours of the event. If there are no damages, the City will return the check to the person or organization who submitted the payment. If damages occur, the check will be held and deposited. If the check is returned for insufficient funds, the user understands and agrees that he/she is responsible for reimbursement of the check amount plus an additional processing fee.

I have received, read and understand the City of Newnan's Park/Pavilion Rental Agreement and agree to comply. I understand that by signing this agreement, I will be held responsible for all fees and damages that may occur.

The City is not liable for injuries to people or loss/damage to property belonging to individuals or groups using the parks and pavilions.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
City Representative Signature Date

**FOR OFFICE USE ONLY**

Security Deposit Received: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Date Received: \_\_\_\_\_

Security Deposit Refunded: \_\_\_\_\_ Date Refunded: \_\_\_\_\_ Picked Up or Mailed: \_\_\_\_\_

If Security Deposit is forfeited, Reason:  
\_\_\_\_\_  
\_\_\_\_\_



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\_\_\_\_\_ Renter must be 21 years of age or older to reserve a pavilion. By signing the agreement, he/she accepts and assumes responsibility for the group's adherence to the rules and for any damages to the facility and/or equipment that may occur as a result of the group's use. Renter or his/her designee who must be 21 years of age or older should be present at all times during the reservation times and children should not be left unattended.

\_\_\_\_\_ Renter agrees to abide by all Federal, State, and local laws and ordinances while on Park property.

\_\_\_\_\_ The pavilion may be reserved Monday through Sunday from 8:00 a.m. to 10:00 p.m. (excluding city holidays). Maximum length of a park and pavilion use agreement is for two consecutive days. Groups or individuals may reserve the use of the pavilion once per month. City pavilions are available on first-come, first-served basis by reservation. The City reserves the right to reassign scheduled dates if it is determined the pavilion is needed for purposes to benefit the City or the community.

\_\_\_\_\_ Reservation includes the pavilion area only. Other areas of the park are open to the public.

\_\_\_\_\_ All equipment and decorations brought into the park should be listed at the time the reservation is secured. All equipment and decorations must be removed after event.

\_\_\_\_\_ Renter should seek advice on placement of tents, canopies, inflatables, grills, or any equipment requiring independent power. Tents larger than 400 sq.ft. will require a permit.

\_\_\_\_\_ The use of alcohol, tobacco, and profanity are strictly prohibited on the premises. Pets are allowed to assist with persons with a disability. Renters are also responsible for adhering to posted occupancy limits.

\_\_\_\_\_ All access, walkways, ramps shall be kept open at all times. Vehicles are restricted to parking lots and streets where parking is permitted.

\_\_\_\_\_ Renter is responsible for clean up after the event. **\*Please see check list.** Groups or individuals are responsible for providing their supplies including trash bags for cleaning up the pavilion/park. A fee may be charged if the group's use of the pavilion/park has resulted in a need for repair to furnishings and/or if excessive clean-up is required. Imposition of a cleaning fee will be at the discretion of the City. All trash should be removed from the pavilion area and placed in the large blue trash cans. Trash cans can be moved closer to the pavilion for easy access.

\_\_\_\_\_ Safety First—If you need assistance with an emergency please call 911. An officer will then be dispatched to the property. Please have your proof of reservation to avoid any and all confusion.

\_\_\_\_\_ Cancellation Policy—Notice of cancellation of an event should be given to the City at least 24-hours in advance of the scheduled use of the pavilion. In the event of inclement weather, when 24-hour notice is not possible, the City should be notified of cancellations as soon as possible.

\_\_\_\_\_ Renter may not transfer the use of the pavilion to other groups or individuals.

**I have received, read and understand the City of Newnan's Park/Pavilion Rental Agreement and agree to comply. I understand that by signing this form, I will be held responsible for all fees and damages that may occur.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative Signature

\_\_\_\_\_  
Date



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### Park/Pavilion Rental – Event Check List:

- Place all trash in the large, rolling trash containers.
  
- Remove all equipment, supplies, food, and decorations.
  
- Sweep pavilion floor.
  
- If used, clean the grill and surrounding area.

I have received, read and understand the City of Newnan’s Park/Pavilion Rental Agreement and agree to comply. I understand that by signing this form, I will be held responsible for all fees and damages that may occur.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

City Representative Signature

\_\_\_\_\_

Date