

Facility Rental Application and Permit



City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346
Phone: (678) 382-6850
Fax: (770) 396-4828

Event Information:

Event Details	Name of Event:	Facility:
	Date/Duration of Event, From:	To:
	Event Hours:	a.m. / p.m. Until: a.m. / p.m.
	Projected Event Attendance:	
Event Features	Will the event include recording equipment, sound amplification, or other attention getting devices? yes / no	
	<i>If yes, please attach description of any equipment or devices.</i>	
	Will the event include retail or food vendors? yes / no	
	<i>If yes, please attach business licenses for each vendor.</i>	
Event Features	Will alcohol be present at the event? yes / no	
	<i>If yes, a \$200 deposit must be included with your rental fee.</i>	

Contact Information:

Producer	Name:	
	Address:	
	Day Phone:	
	Email:	Mobile Phone:
Secondary	Name:	
	Address:	
	Day Phone:	
	Email:	Mobile Phone:

Note: The Pavilion Rental Permit shall be issued only to an individual person, the producer of the event. In this case, producer means the person responsible for planning, producing, and conducting the event to occur at the pavilion. If a group, organization, association, or other entity is producing the event, a designated agent of the producer shall be named for purposes of the permit, and that individual shall be solely and fully responsible for compliance with all provisions of the Pavilion Rental Permit.

**Pavilion Rental
Applicant's
Certification,
Affidavit and
Signature**



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Name of Event: _____

Date of Event: _____

I hereby agree that as a condition to the issuance of a Pavilion Rental Permit, I the Producer of the event, shall indemnify and hold the City, its agents, officers and employees harmless from claims, demand or cause of action which may arise from activities associated with the event, including any court costs and related attorney's fees.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Pavilion Rental Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Dunwoody Pavilion Rental, the permit issued for the event will immediately become void and will not reissue for the same location.

I hereby state that I have received and understand the Pavilion Rental Agreement Rules & Usage document.

Producer's Signature: _____ Date: _____

Staff Use Only	
Application Received:	Event Date:
Fee Amount Paid: Alcohol Deposit Included: (yes / no)	Fees Paid Date:
Processed By:	Approved/Denied Date:
Approved/Denied By:	Permit #:

**CITY OF DUNWOODY
PARKS & RECREATION
PAVILION RENTAL
AGREEMENT RULES &
USAGE**



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STANDARD PAVILIONS ARE NOT GUARANTEED TO BE CLEANED PRIOR TO YOUR RENTAL SO BY SIGNING THIS AGREEMENT, YOU ARE ACCEPTING THE PAVILION AS IT IS. IT IS ALSO YOUR RESPONSIBILITY TO MAKE SURE THE PAVILION IS NOT OTHERWISE OCCUPIED WHEN YOU ARRIVE AND THE CITY SHALL NOT BE RESPONSIBLE FOR REMOVAL OF ANY SUCH PERSON.

Renter agrees to all of the following:

1. The contracted rental time must include time necessary for all setup, the event, clean up prior to and after the event. Set up includes decorating and arranging picnic tables. The contracted rental time applies to Caterer's and Event Companies and any other groups associated with your rental. Additional fees will be assessed for exceeding rental hours.
2. The person who signs this agreement must be at least 21 years of age, and will be held responsible for the rental.
3. All fees are due at the signing of this agreement. Payment will be accepted in the form of cash, money order, personal check or Visa or MasterCard. No out of state checks or counter checks will be accepted. Checks should be made payable to the City of Dunwoody and a \$30 fee will apply if check is returned.
4. Damage fees will be billed to you if it is determined that there is damage to the facility, furnishings or grounds of the pavilion during the contracted rental period; or if the pavilion is not left in a clean condition at the conclusion of the rental.
5. Renting the pavilion includes the exclusive use of the pavilion, picnic tables under the pavilion and grills next to the pavilion. This does not include the general area surrounding the pavilion, parking lots, playgrounds, ball fields or courts. All pavilions have picnic tables (tables seat 6-8 people at each) and the Brook Run Pavilion has a grill.
6. In the event the reservation date or time needs to be rescheduled or extended, or the number of people needs to be changed, you must notify the City of Dunwoody immediately to see if it is feasible. If Dunwoody Parks and Recreation is not notified at least 7 working days prior to the rental, any request or changes will not be honored.
7. Cancellations & Refunds - In case of inclement weather we do not assume your rental will be cancelled - notification is required. Refunds will be issued in the following manner:

Cancellations

In writing 30 days prior to event

In writing 29 - 8 days prior to event

Refunds

100% Rental Fee

*\$25 processing fee non-refundable

50% Rental Fee

*\$25 processing fee non-refundable

In writing 7 days or less

0% Rental Fee

If cancellations and requests for refunds are not received in writing, no refunds will be issued. Refunds will be sent by mail within 2-6 weeks of request if paid by check, cash, credit card or money order.

8. Alcoholic beverages are permitted with a security deposit of and all regulations of the City's alcohol ordinances must be complied with.
9. Dunwoody Parks and Recreation staff or designee reserves the right monitor all sound amplifying equipment noise levels and will notify renter of adjustments as necessary.
10. All equipment being brought into the park must be specified at the time the reservation is secured. Any grills being brought into the park must be approved 2 weeks prior to the rental and Dunwoody Parks and Recreation will designate an area where the grill must be placed. All grill waste must be removed from park property by renter.
11. All fires must be contained in grills. Therefore no deep fryers are allowed.
12. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters.
13. Rental events for youth (i.e. teen/graduation parties, etc.) must have adult supervision. A ratio of 1 adult per 10 youth is required. Adults must be over 21 years of age. Supervision includes all activities of the rental party and invitees, both inside and outside the facility, during the course of the rental.
14. It is unlawful for any person to sell or offer for sale merchandise for profit on City of Dunwoody grounds.
15. Dunwoody Parks and Recreation staff or designee reserves the right to enforce all the above rules and regulations along with other City of Dunwoody policies, procedures and ordinance. Staff and/or designee has the authority to cancel any rental, at any time during the rental period.

Special Activities: Require prior approval and must be preceded with a letter of explanation and description of activity. (i.e. - non-profit fundraiser, use of commercial recreation vendor, etc.)

NOTE: Commercial Recreation Vendor Insurance Policy: \$1,000,000.00 General Liability, Certificate of single limit coverage, must list the City of Dunwoody as co-insured. City of Dunwoody Parks and Recreation reserves the right to deny any commercial recreation vendor, which does not have insurance on file a minimum of 2 weeks prior to the event, permission to set up on park grounds.

Suitability - Renter acknowledges and agrees that Renter is encouraged to examine and inspect the Rental Facility to assess its condition, suitability and fitness for Renter's permitted use. Accordingly, Renter acknowledges and agrees that the CITY MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF SUITABILITY OF FITNESS FOR ANY PARTICULAR USE, PURPOSE, OR FUNCTION. The right to use the Designated Facility granted hereby is expressly granted on an "AS-IS" and "WHERE-IS" basis only. Renter further acknowledges that the relationship between the parties is not that between a "landlord and tenant" as contemplated under Georgia law.