



CITY OF ATLANTA

Office of Parks

City Hall East, 8th Floor
675 Ponce de Leon Avenue NE
Atlanta, Georgia 30308
(404) 817-6757 Fax (404) 817-7932
www.atlantaga.gov

2009 PAVILION RENTAL APPLICATION

1. Today's Date: _____
2. Name of Park: _____
3. Date of Event: _____ Type of Event: _____
4. Starting Time: _____ Ending Time: _____ # of People Expected: _____
5. Name of Organization or Group: _____
6. Contact Person: _____ Telephone: () _____
7. Mailing Address: _____

8. E-mail address: _____
9. Alternate Contact: _____ Telephone () _____
10. City Resident: Yes _____ No _____

The applicant must present a driver's license, voter registration card or utility bill in the applicant's name. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to cancel the reservation. Please be aware that it is unlawful for a nonresident individual or organization to fraudulently apply for use of DPRCA facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to prosecution in accord with the code ordinances section 106 - 90 and subsequent sections.

11. Is electrical power needed? Yes _____ No _____
12. Will there be any cooking at the event? Yes _____ No _____
If yes, what will be the fuel source? _____

13. Will there be any LP gas, flammable or combustible liquids used at this event? Yes _____ No _____
If yes, give the name, intended use and how much will be stored on the site:

14. How would you handle a medical emergency during the event? _____

15. Will portable toilets be used? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes _____ No _____ If yes, how many? _____

16. Portable toilet company name: _____

17. Telephone: _____ Contact name: _____

18. When will the toilets be delivered? _____

19. When will the toilets be picked up? _____

20. Where in the park will the toilets be placed? (Please indicate on site plan as well.)

*Portable toilets must be on a **paved** level surface never on grass. If portable toilets are left overnight we request that they be zip tied to prevent unauthorized use after the event. All portable toilets must be removed from the park within 24 hours of the conclusion of the Large Gathering.*

21. Do you plan to have amplified sound at your event? Yes _____ No _____

22. What type of sound equipment will you use? _____

23. What type of sounds will be amplified? _____

24. Start time of amplified sound: _____ End time: _____
Please include sound checks if applicable

25. Where will you obtain electricity for your amplified sound? _____

26. Description of generator (if applicable):

Wattage: _____ Weight: _____ Fuel tank size: _____

(An electrical permit must be obtained from Bureau of Buildings when using a generator in a park)

27. Please identify the proposed location of the amplification equipment and the generator.

28. The permit applicant must obtain approval from the Park District Maintenance Supervisor to have portable toilets in the park. The District Supervisor may approve either via e-mail to the Special Events Coordinator or by signing this application in the presence of the applicant. For the name and contact information of the appropriate District supervisor, please call 404-817-6744 or visit our web site at <http://www.atlantaga.gov> and follow these links: *Departments\ Parks, Recreation and Cultural Affairs\ Office of Parks*. Under Park Information, go to List of Parks Sorted by Maintenance District.

District Maintenance Supervisor signature (if applicable):

City park users who reserve pavilions shall have the option of using park attendants at the rate of \$10.50 per hour at the following designated parks: Grant, Adams, Chastain and Piedmont. The commissioner of the department of parks, recreation, and cultural affairs shall have the authority to provide this option and charge this fee at other city parks at their discretion.

Yes _____ No _____

TO ALL APPLICANTS:

YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGES 4 THROUGH 6 OF THIS APPLICATION.

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(OFFICIAL USE ONLY)	
Exempt: Yes _____ No _____ Total: \$ _____	Date Canceled: _____
Sanitation Bond: \$ _____ Date: _____	Amount Refunded: \$ _____
User Fee: \$ _____ Date: _____	

Rules and Regulations for a 2009 Parks Pavilion Rental

City of Atlanta Department of Parks, Recreation and Cultural Affairs
 Office of Parks

1. Reservations are taken on a first-come, first served basis. All reservations must be made in person. Reservations cannot be made any earlier than 3 months prior to the event, or any later than 14 working days before the event. A refundable sanitation bond of \$100.00 will be charged to reserve the referenced pavilions, payable two weeks prior to the date of the reservation date. The bond shall be forfeited to the city if the reserving party fails to clean the pavilions and deposit trash in the trash receptacles provided by the city prior to leaving the site.
2. Reservations are accepted between the hours of 8:30a.m. and 4:30p.m. Monday - Friday. The Office of Parks Reservations Office is located at City Hall East 8th Floor, 675 Ponce de Leon Avenue, NE, Atlanta, Georgia 30308. For information, telephone (404) 817-6757 between 8:15a.m. and 5:00p.m. Monday through Friday.
3. Once issued, your permit is not transferable. Review all the conditions of your permit. **The pavilions are rented as is.** They are maintained on a weekly schedule. No refunds will be issued due to the condition of a shelter. The \$100 sanitation bond will be refunded provided no complaints are received from the District Maintenance Supervisor, and your evaluation form is completed and returned. Refunds will be sent to the address of record. The reservation entitles the reserving party to the use of the shelter area. However, the agreement does not entitle the reserving party to exclusive or private use of other park areas.
4. Notify the Reservationist immediately of any changes. The Office of Parks may not be able to honor last minute changes or requests.
5. All reservation applicants must present proof of residence at the time reservations are made, in the form of a driver's license, voter registration card or utility bill in the applicant's name. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to revocation of the permit and prosecution in accord with the Code of Ordinances Section 106-90 and subsequent sections. The following rates shall apply:

Park	Location	Pavilion Name	Capacity (Standing)	Capacity (Seated)	City of Atlanta Resident Cost	Non-Resident Cost
Adams	SW	Master Grill	100	50	\$150	\$200
Anderson	NW	Pavilion	100	Varies	\$100	\$150
Bessie Branham	SE	Urban Treehouse	Varies	Varies	\$100	\$150
Brownwood	SE	Main Pavilion	100	Varies	\$100	\$150
Candler	NE	Pavilion # 1 or 2	30	Varies	\$100 each	\$150 each
Chastain <i>*(Master Grill unavailable 2009)</i>	NW	Master Grill*	60	40	\$150	\$200
		4-Way Grill	50	40	\$150	\$200
Coan	SE	Pavilion	200	75	\$200	\$300
East Lake	SE	Gazebo #1, 2 or 3	50 each	30 each	\$100 each	\$150 each
Grant	SE	Pavilion # 1 or 2	300 each	74	\$300 each	\$400 each
		Gazebo	30	20	\$100	\$150
Howell	SW	Gazebo	15	10	\$100	\$150
Maddox	NW	Main Pavilion	125	Varies	\$100	\$150
Mozley	NW	Main Pavilion	100	Varies	\$150	\$200
Oakland City	SW	Main Pavilion	100	Varies	\$100	\$150
Perkerson	SW	Main Pavilion	100	Varies	\$100	\$150
Piedmont <i>(**Wedding only)</i>	NE	Main Pavilion	160	64	\$200	\$300
		Double Decker	30	25	\$100	\$150
		Gazebo**	10	5	\$100	\$150
Pittman	SE	Pavilion #1 or 2	30	Varies	\$100 each	\$150 each
Rosa L. Burney	SE	Gazebo	40	Varies	\$100	\$150
South Bend	SE	Main Pavilion	150	Varies	\$150	\$250
Stone Hogan	SW	Pavilion # 1 or 2	40 each	Varies	\$50 each	\$75
Washington	NW	Main Pavilion	125	Varies	\$150	\$200
Woodruff	NE	Gazebo	20	10	\$100	\$150

In addition to the fees listed, all reserving parties will be charged a \$100.00 refundable sanitation bond in the form of a MONEY ORDER ONLY.

Rules and Regulations for a 2009 Parks Pavilion Rental (continued)

6. Payments may be made to the Reservationist via major credit card, debit card, cashier's check, company check, personal check or money order, made payable to the **City of Atlanta Office of Parks**. No cash will be accepted.
7. All cancellations must be **in writing** made through the Centralized Reservations Office no less than thirty (30) working days prior to the scheduled event in order to get a refund. Confirmation Permits (actual permit) must be returned to the Centralized Reservation Office before cancellations can be made. Please allow 6 to 8 weeks for processing of any refund.
8. No refund will be issued due to shelter cleanliness, inclement weather or failure on the part of the pavilion user to use the shelter on the date reserved.
9. No moonwalks, dunk tanks, or any equipment that calls for independent power are allowed in the park, except by special permit
10. All games and activities that could damage the lawns are restricted.
11. All pets must be on leash in a City park. Persons with pets must clean up after the pet. No pets are allowed during A, B, or C festivals. No horses or ponies are allowed in any park at any time.
12. No glass containers are allowed in the park.
13. Amplified music is not allowed in the park, except by special permit.
14. No selling of food or other items is allowed; no alcoholic beverages are allowed (except by special permit).
15. For events scheduled for more than 3 hours in parks without operable restrooms, the pavilion user or designee shall provide one portable toilet per 100 people expected. The user is responsible for contacting a company for the delivery and pick up of the toilets. The reserving party shall contact the District Maintenance Supervisor of the park for a designated location for the toilets. Toilets are required to be removed 24 hours following the event.

OUTDOOR RESTROOMS ARE AVAILABLE AT THE FOLLOWING PARKS:

Grant Park	No key required
Perkerson *	Key required
Piedmont	No key required
Washington*	Key required

NO OUTDOOR RESTROOMS ARE AVAILABLE AT THE FOLLOWING PARKS:

Adams	Mozley
Anderson	Oakland City
Candler	Pittman
Chastain **	Rosa L. Burney
Coan	South Bend
Howell	Stone Hogan
Maddox	

* A key for the restrooms will be available from the Reservationist 2-3 business days prior to the event. There is a \$20.00 refundable deposit for restroom keys.

** A gate key is required for the Chastain Park Master Grill. The key will be available from the Reservationist 2-3 business days prior to the event. There is a \$20.00 refundable deposit for this key. **Note: Master Grill is currently unavailable due to storm damage.**

16. No tents or canopies over 100 square feet are allowed.
17. The renter is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is the Office of Parks responsible for any rental equipment delivered to the site.
18. Absolutely no illegal substances are allowed on City property.
19. The renter hereby agrees to hold the Department of Parks and Recreation harmless for any and all liability and loss that the renter, or a guest, may suffer or incur through the use of the pavilion

Rules and Regulations for a 2009 Parks Pavilion Rental (continued)

- 20. All rules and regulations governing use of the park must be obeyed. Failure to comply may result in permit revocation.
- 21. A request for reservations may be denied for cause, including, but not limited to, the following:
 - a. Failure to abide by DPRCA rules and regulations on a previous occasion
 - b. Issuance by the renter to the City of Atlanta of a check for insufficient funds
 - c. If the rental is deemed not to be in the best interest of the City Atlanta
- 22. A reservation permit may be revoked or terminated if:
 - a. Information submitted on the permit application is discovered to be false
 - b. The Commissioner, Department of Parks, Recreation and Cultural Affairs deems it to be in the best interest of the City of Atlanta
 - c. The renter violates a policy, rule or regulation as set forth in the permitting process
 - d. The renter transfers or attempts to transfer the privileges contained in the permit to another party
- 23. The Pavilion Rental Permit holder (host) or his/her designee must be present on site with the Pavilion Rental Permit in his/her possession during the entire rental period, including set-up and break-down. The host must also provide the Special Events Manager or her/his designee with his/her contact phone number or location of the person carrying the Pavilion Rental Permit so that the Special Events Manager may contact the permit holder at any time during the rental period.
- 24. The event organizer/permit holder agrees to indemnify and hold harmless the City of Atlanta, its officials, agents and employees from any and all losses, expenses, demands and claims (including without limitation attorneys' fees and costs) against the City of Atlanta its officials, agents and employees sustained or alleged to have been sustained in connection with or arising out of this Pavilion Rental permit, or the performance of the permitted activities by the event organizer or a contractor employed by the event organizer or any of their officers, agents or employees. This indemnification clause shall include without limitation all losses, expenses, demands and claims arising from the intellectual property rights, the alleged intellectual property rights, and/or the licensing requirements of any third party.

Please Note: Occasionally our facilities experience problems with electricity and/or water (where applicable). In such cases you or your organization will have the option of accepting the rental as is or rescheduling your event. When possible, we will notify you in advance of problems with the facility. Thank you for your cooperation.

I have received a copy of the rules and regulations that govern the use of City of Atlanta park pavilions. I understand that failure to abide by the same could result in denial of a future reservation. My signature below signifies my pledge to adhere to these rules and regulations.

Signature: _____ **Date:** _____