



GRAY'S MILL PARK
 Entrances: 186 Oak Street & 76 Seaboard Street Hiram, GA
 Phone: 770-943-3726 ext. 2010
 Public Works Superintendent: 678-776-9060

Please fill in all yellow highlighted areas below.

Start Time: _____ **End Time:** _____ **Rental Date:** _____
 (Only time slot listed will be considered, no deviations) Sun / Mon / Tue / Wed / Thu / Fri / Sat

Allowances and Restrictions	Rental Fee
Non- Profit Rentals Only Rental can be scheduled between 7:00am and 11:00pm All reserved rental times include set up and clean up Usage of all outside common areas – Not the building Does NOT include use of restrooms, power, lights, or trash receptacles	\$300.00 (due at time of reservation) \$500.00 Damage Deposit (check to be held, not deposited unless damage or breach of contract)

Special Event Permit Completed: YES NO Council Permission rec'd on _____

NO ALCOHOL/TOBACCO PERMITTED: _____
Initials

Scheduled Time Event Open to Public: _____

Non-Profit Organization Name: _____

Primary Contact: _____
(Must be at least 21 years of age. Copy of Driver's License Required)

Current Address: _____
Address City Zip Code

Primary Phone: _____ **Email:** _____

Type of Event: _____ **Number of expected attendees:** _____ **Time of arrival:** _____

It is required that the total rental fee be paid in full at the time the contract is signed and submitted for the requested rental date and time. If you must cancel your reservation, a refund will take place in accordance with the cancellation policy as listed in this contract.

The undersigned individual/group agrees to abide by all policies of THE CITY OF HIRAM as stated in the "Rules and Regulations" provided to them and understands that violation of any policy would be cause for the individual or group to be barred from using the facility. This rental is for use by a non-profit organization for purposes of the non-profit and cannot be advertised as a City of Hiram event.

Lessee Signature City of Hiram Representative Signature

FOR OFFICE USE ONLY:

PAYMENT/RECEIPT INFO:

TOTAL FEE: \$ _____ Cash / Check # _____ Receipt Given: By: _____ Date Pd.: _____

CANCELLATION DATE: _____ **Received by:** _____

CITY OF HIRAM RULES AND REGULATIONS

GRAY'S MILL PARK

CANCELLATION POLICY: To obtain a refund for a cancelled event, written notice of cancellation must be received 30 days prior to the scheduled event date for a full refund. If cancelled less than 30 days prior to the event date, *no refund will be given.* **THERE ARE NO REFUNDS FOR ADVERSE WEATHER.**

Initials _____ Upon approval of the event, a key will need to be obtained from City Hall, during normal business hours (M-F, 8:00am-12:30pm, and 1:30pm – 5:00pm) no earlier than 2 days before the scheduled event. This key will unlock the gates located on both the Oak Street and Seaboard Street sides of the park. Only the primary contact listed is allowed to pick up the key.

Initials _____ The primary contact is responsible for locking the gates after usage and returning the key to City Hall. There is a drop box on the Administration side of City Hall, at the drive through.

Initials _____ Park Hours are 7:00am to 11:00pm. Start and End times must be scheduled during this time.

Initials _____ The hours that were reserved for your event are strictly enforced, which must include ***set up and clean up times.***

Initials _____ **Absolutely NO smoking, tobacco use or alcoholic beverages allowed on the park property.**

Initials _____ All members of the event must adhere to the park rules. An adult must supervise children at all times.

Initials _____ **Organization is responsible for providing lights, restrooms, trash receptacles, and power. Usage of outlets at park is NOT Allowed.**

Initials _____ Lessee is prohibited from moving furnishings or equipment owned by the City of Hiram from their current location.

Initials _____ Lessee or any other person or property cannot obstruct or block any road way.

Initials _____ **Public Works reserves the right to ban any vehicles from unloading/loading, driving, or parking on the grass fields within 24 hours of the start of the event.**

Initials _____ Any items that require a 3rd party to deliver or retrieve before or after the scheduled event must have delivery and pickup times approved by the Public Works Superintendent. Vendor information must be listed and attached to this contract.

Initials _____ All litter must be cleaned up and removed from facility.

Initials _____ No vendors or food trucks may dispose of any waste or trash at the facility.

Initials _____ Coolers containing water and/or ice must be emptied onto graveled areas only.

Initials _____ The lessee accepts the grounds in good order and repair, and agrees to leave said area (grounds, building, and equipment) in like condition, free of garbage or debris.

Specific items that are not allowed at any time: Initials _____

- No personal mobile grills allowed on park property.
- Confetti, helium balloons, rice and birdseed (even in regards to a wedding)
- Fire, candles, tiki torches, sparklers and all other open flames
- Gasoline, explosives, oils, and other incendiary items
- Nails, tacks, staples, glue
- Painting, staining, repairs, or alterations to change appearance or contours of said building or property

Initials _____ The Lessee shall be liable for all damages caused through their own act or the acts of anyone visiting the park upon the invitation of said lessee or any portion thereof or to persons or property for which the City is held responsible.

Initials _____ Lessor reserves the right through its officers or agents to reject any objectionable party or parties from Gray's Mill Park. Upon exercise of his authority through any of its employees, agents, or police officers, Lessee hereby waives all claims for damages against the City of Hiram.

Initials _____ ***The Buildings are unavailable for use (inside and out).***

Initials _____ The Lessee hereby releases City of Hiram from all damages to persons or property during its use of said park. Lessee also agrees to indemnify and hold harmless the City against all claims sustained by any person, including the Lessee, which may result from the use of said park by Lessee. The indemnification herein agreed to by the Lessee shall include indemnification for negligent acts of the City or any of its agents, servants, or employees.

Initials _____ Lessor reserves the right, without notice, to cancel this lease at any time whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used in any way other than that specified by the lease, or if Lessee's use constitutes a nuisance or is in any other way in violation of the laws or ordinances of the City of Hiram or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation.