



**Department of Recreation and Cultural Arts
Wayman & Bessie Brady Recreation Center**

3571 Breningham Drive • College Park, Georgia 30337
(404) 669-3776

Park Reservation Hours: Mon - Thurs 12pm to 7pm, Fri 8am to 3pm
Park Hours: Monday - Sunday 6:00 am - 9:00 pm

PAVILION RENTAL AGREEMENT

CONTACT INFORMATION

Name of Person &/or Group Booking Event: _____

Business / Organization (if applicable) _____

Address: _____

Verification of Residency: _____ Driver's License #: _____

Phone Number: _____

RENTAL INFORMATION

- Barrett Park, 2001 West Walker Avenue, College Park, GA 30337
- Charles E. Phillips Sr., Esq. Park, 4400 Herschel Road, College Park, GA 30337
- Richard D. Zupp Jr. Park, 1622 Hawthorne Avenue, College Park, GA 30337

Pavilion: #1 #2 #3 #4 #5 #6

S M T W TH F S

Rental Date: _____

From: _____ AM PM To: _____ AM PM Event Start Time: _____ AM PM

(Set-up and clean-up times must be included in the rental hours)

Type of Function: _____ # of Guests: _____

COST

Service	Fees	Total # of Pavilions	Sub-Total
Pavilion rental fee	\$25 non-refundable	X	=
		Total:	

OFFICE USE ONLY:

Total Amount Paid: _____ Receipt #: _____ Staff Initials: _____



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RENTAL POLICIES

1. Only residents of the corporate city limits of the City of College Park (those persons who pay their utilities at the College Park City Hall), College Park City Government employees, City of College Park volunteer staff, or business/organizations within the corporate city limits may reserve a pavilions under the auspices of the City of College Park Recreation & Cultural Arts Department. The renter **MUST** be present for the entirety of the event, and the renter cannot reserve the pavilion for another group.
2. There is a \$25 payment per pavilion usage. The fee is applicable to College Park City residents and businesses/organizations within the College Park City limits. College Park City government employees, College Park City volunteer staff are exempt.
3. Pavilions can only be reserved for up to 5 hours and only 2 pavilions can be reserved per group.
4. Portable restrooms can only be placed at Barrett Park, and if rented on the weekends, they must be picked up the Monday following the reservation. If during the week, they must be picked up the following business day. Portable restrooms must be placed on the parking area next to the dumpster, not on the grass.
5. Persons with special usage requests must request from College Park City Manager and approval from Mayor and Council before they will be allowed to use the City parks.
6. The reservation is for the pavilion(s), not the entire park.
7. No banners or posters are to be placed in the park, other than the pavilion rental form.
8. The pavilion rental form should be placed on the pavilion at least two (2) hours prior to the scheduled usage time. The pavilion rental form should be removed and disposed after usage.
9. No bounce houses or blow up equipment are allowed at any of the parks. Also, no fireworks or confetti allowed in the parks.
10. **NO ALCOHOLIC BEVERAGES** or illegal drugs are allowed on City property, buildings, or parking lots.
11. No loud profane music and/or DJ's.
12. No food trucks or concessions at any of the parks. We have limited parking and must be considerate of other renters.
13. The parks do not have electrical outlets.
14. Only leashed pets allowed in the parks (owner is responsible for clean-up).
15. The use of the tennis courts is restricted to residents and is not part of the pavilion rental.
16. Zupp Park ball fields is not part of the pavilion Rental.
17. An inspection will be made of the premises by an authorized City staff member. In the event the City staff finds that the premises have been damaged, or that the premises have been left in a condition not as good as existed at the time of the beginning of the lease, the cost of repair and restoration will be the responsibility of the lessee and the security deposit will be forfeited.
18. Renter agrees to indemnify the City, and all its officers, elected officials, employees, agents, and representatives (collectively, "City Affiliates"), for any claims, damages, losses, and costs, including, but not limited to, reasonable attorney's fees and litigation costs, arising out of claims by third parties for property damage or bodily injury, including death, or other losses, to the extent caused by the breach of the Renter's duties hereunder or by the negligence or willful misconduct of Renter, or any affiliates of the Renter in connection with the Rental and/or use of City facilities. This indemnity includes any claims or amount arising out of or recovered under the Worker's Compensation laws of the State of Georgia, or arising out of failure of the Renter to conform to any federal, state, or local law statute, ordinance, or rules listed in this form.
19. In consideration of being permitted by the City of College Park to rent College Park Recreation & Cultural Arts Department Facilities, the Renter, Renter's heirs, assigns, successors, and representatives, does hereby fully release, indemnify and holds the City and City Affiliates harmless forever and unconditionally from any claims, liabilities, obligations, promises, agreements, disputes, demands, damages (including without limitation attorneys' fees and related costs), causes of action of any nature and kind, known or unknown, which Renter has or ever had or may in the future have against the City and City Affiliates arising out of or relating to any injury (including without limitation death), accident, loss, and/or other damage that Renter and/or Renter's property may suffer while participating in any activity and/or using the College Park Recreation & Cultural Arts Department Facilities and equipment.

Renter's Signature: _____ Date: _____