



DATE OF EVENT \_\_\_\_\_

Wi-Fi PW: **Petunia7**

LOCK BOX code \_\_\_\_\_

**TOWN OF SHARPSBURG  
PAVILLION RENTAL AGREEMENT  
A & O BRIDGES COMMUNITY CENTER  
105 MAIN STREET  
SHARPSBURG, GA 30277**

Name (Group /Individual): \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Telephone: Primary (\_\_\_\_) \_\_\_\_\_ Secondary (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Town Resident: \_\_ YES \_\_ NO

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Event Name/Type: \_\_\_\_\_

Event Description: \_\_\_\_\_

Expected Attendance: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ From \_\_\_\_ To \_\_\_\_ (includes time for set-up and breakdown)

Will Food and Beverages be served? \_\_Yes\_\_ No \_\_ Will alcohol be served? \_\_Yes\_\_ No \_\_  
(Alcoholic beverages are permitted but require additional fees and deposits.)

Fee amount due: \_\_\_\_\_ Deposit amount due: \_\_\_\_\_

The facility may be reserved up to twelve (12) months in advance. **No** reservation will be confirmed until this reservation agreement is completed, approved, and the rental fee payment and deposit are received. The individual or group whose name appears above has reserved this facility and is entitled to its use for the period indicated and is at least twenty-one years of age. The individual or group shall not occupy the facility until the time requested and is expected to relinquish the facility at the end of the reserved time.

Pages 2, 3 and 4 contain rental rates, policies, regulations and information regarding the reservation and use of this facility. The policies are designed to help you, and your group have an enjoyable and safe event. The Town reserves the right to withhold permission for any event.

By signing this agreement, the party/group responsible hereby attests they have read and agree to abide by the policies and regulations on pages two (2) and three (3) of this agreement and abide by the cleaning checklist on page four (4) to receive a full refund of your deposit.

**The Renter shall be charged an additional One Hundred (\$100) dollars for each full/partial hour until the pavillion/park and gazebo, and parking areas are completely vacated as agreed. Should the Renter overlap their time with next event they will have to immediately leave the facility and property and lose their ENTIRE deposit. If you arrive early and disrupt a previously scheduled event that is within its allotted time schedule you will lose the ENTIRETY of your deposit.**

Signature of the responsible party: \_\_\_\_\_

Date signed: \_\_\_\_\_

I would like my deposit check to be HELD \_\_\_\_\_ /Initial

Shredded \_\_\_\_\_ /Initial

I \_\_\_\_\_ received check # \_\_\_\_\_

on \_\_\_\_\_ . Signature \_\_\_\_\_

\_\_\_\_\_ 1) All activity in the Pavillion, Park and Gazebo must cease no later than midnight, at which time the Renter must clean the Pavillion and Park, returning it to its pre-rental condition. **Cleaning must be completed no later than 12:30 a.m.** and the building and parking area must be vacated no later than 12:30 a.m. **The Renter shall be charged an additional One Hundred (\$100) dollars for each full/partial hour until pavillion/park and parking areas are completely vacated as agreed. Should the Renter overlap their time with next event they will have to immediately leave the facility and property and lose their ENTIRE deposit. If you arrive early and disrupt a previously scheduled event that is within its allotted time schedule you will lose the ENTIRETY of your deposit. Leaving without cleaning the entire facility will forfeit the ENTIRE deposit.** You will not be allowed to come back the next day to clean up.

I have fully read and understand the Rental Agreement and the Rules and Regulations attached thereto. As the Renter, I acknowledge that I am solely responsible to the Town for any injury or damage that results from the failure of myself, or others present to adhere to the terms and conditions of the Rental Agreement and the Rules and Regulations, and I understand that non-compliance may lead to the forfeiture of the Security Deposit.

Further, by executing below I agree to indemnify and hold harmless the Town of Sharpsburg and its Town Council from any claims, including damages, judgement and/or attorney's fees, brought by the undersigned, an invitee or any third party resulting from injuries occurring within or about the building premises which are not solely caused by the intentional or wrongful conduct or grossly negligent conduct of the Town.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **SHARPSBURG PAVILLION AND GAZEBO RENTAL CHECKLIST**

If the Pavilion/Gazebo is not clean or you see damage or graffiti when you arrive, please take pictures and email to: [aobridgescc@sharpsburg-ga.gov](mailto:aobridgescc@sharpsburg-ga.gov) *immediately*. **DO NOT WAIT TO SEND PICTURES. WE NEED THESE AS SOON AS YOU WALK IN (PRIOR TO YOUR RESERVATION) OR YOU COULD BE CHARGED FOR THE DAMAGE.**

\_\_\_\_\_ Clean and wipe all the tables.

\_\_\_\_\_ **Sweep** floors (bring your own)

\_\_\_\_\_ Make sure that the bins containing feminine hygiene disposal bags are free of any trash and hygiene products.

\_\_\_\_\_ If there is any graffiti found in the Pavillion, Gazebo or in the parking lot you will forfeit your **ENTIRE** Deposit.

\_\_\_\_\_ **Remove all decorations, any glitter or confetti found in the pavillion, parking lot or Gazebo. This includes nails, command hooks or tape.**

\_\_\_\_\_ Empty trash & replace liners in **restrooms and outside trash bins**. The commercial dumpster is outside behind the exterior restrooms. Do not place trash on the ground or in any other containers.

\_\_\_\_\_ Turn off all lights and fans both in the Pavillion and Gazebo.

\_\_\_\_\_ When you put the keys back in the lock box, please mix up the numbers, so the code is not visible after you leave and close the lid. Reminder there is a

\_\_\_\_\_ Pick up all cigarette butts, cans, bottles, and trash out of the parking lot and grounds.

\_\_\_\_\_ When using the trash bins, you **MUST remove** them back and put **ALL garbage bags in the dumpster**.

\_\_\_\_\_ Close the dumpster lid and doors for the safety of children and any animals that may get trapped.

\_\_\_\_\_The parking lot area must be litter free of any wrappers, cigarette butts, bottles, cans, pop tops or any decorations.

\_\_\_\_\_Replace all garbage containers with 50-gal trash bags.

\_\_\_\_\_Replace all bathroom trash receptacles with 13-gal bags.

**By signing this form, I understand that my deposit will be held in full if the rented facilities are left trashed, uncleaned, or damaged.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## RENTAL RATES

Location	Number of Hours	Rental Amount	Additional Rate per Extra Hours	Deposit	Alcohol Used?	Full Kitchen
Community Center	6	\$ 250.00	\$ 50.00	\$250.00	No	Yes
Community Center	6	\$ 300.00	\$ 50.00	\$500.00	Yes	Yes
Community Center	All Day (10 a.m. to midnight)	\$ 600.00	\$ 50.00	\$250.00	No	Yes
Community Center	All Day (10 a.m. to midnight)	\$ 700.00	\$ 50.00	\$500.00	Yes	Yes
Staley Park	6	\$ 250.00	\$ 50.00	\$250.00	No	No
Staley Park	6	\$ 300.00	\$ 50.00	\$500.00	Yes	No
Staley Park	All Day (10 a.m. to midnight)	\$ 425.00	\$ 50.00	\$300.00	No	No
Staley Park	All Day (10 a.m. to midnight)	\$ 600.00	\$ 50.00	\$500.00	Yes	No
Community Center and Staley Park	6	\$ 450.00	\$ 50.00	\$250.00	No	Yes
Community Center and Staley Park	6	\$ 550.00	\$ 50.00	\$500.00	Yes	Yes
Community Center and Staley Park	All Day (10 a.m. to midnight)	\$ 850.00	\$ 50.00	\$300.00	No	Yes
Community Center and Staley Park	All Day (10 a.m. to midnight)	\$1,050.00	\$ 50.00	\$500.00	Yes	Yes

The deposit is 100% refundable and will be returned or destroyed if the facility is returned in like condition. Make checks payable to the Town of Sharpsburg. **There will be a \$30 fee for all bounced**