



The City of Keyville
 120 Old Waynesboro Road
 Keyville, GA. 30816
 706.547.3008 Phone
 706.547.3875 Fax

**CHARLES WALKER/ HUMAN RESOURCE BUILDING, PAVILION & CONCESSION STAND
 RENTAL AGREEMENT**

PLEASE CHECK	FACILITY	RENTAL FEE	DEPOSIT
	Concession Stand	\$25 / day	\$25
	Pavilion	\$50 / day	\$25
	Charles Walker/HR Building	\$100/ day	\$25

Rental Hours:

Monday
 - **8:30 am – 9:00 am**
 Thursday
 Friday **8:30am – 12:30am**
 Saturday **8:30am - 12:30am**
 Sunday **12:00 pm – 6:00pm**

PLEASE PRINT CLEARLY

Date of Use: _____ Time of Use: _____ to _____ Est. Attendance: _____

Contact Person (Must be 18 or over): _____

Contact Phone: _____ Alt. Phone: _____

Mailing Address for Deposit Refund: _____

City: _____ State: _____ Zip: _____

Description of Event: _____

Email: _____

THE BACK OF THIS FORM MUST BE FILLED OUT COMPLETELY!

Failure to abide by rules will result in forfeiture of deposits and/or charges for damages.

Please initial by each listed item below:

- 1. _____ Absolutely no sale of alcoholic beverages and no glass containers at any City facility.
- 2. _____ The consumption or possession of alcohol is prohibited at all facilities.
- 3. _____ All patrons must supply their own trash bags and cleaning supplies.
- 5. _____ Grounds must be left litter free, and all trash cans must be emptied into the provided dumpsters.
- 6. _____ For Saturday and Sunday rentals, key must be picked up before 5:00pm. However you are not permitted to utilize building until time of use.
- 7. _____ No Guns allowed at any City facility

Will there be amplified music*? YES NO

How many people are expected to attend*? _____

***The City of Keysville will determine if security is necessary at an event. If so this is at the expense of _____**

- 8. _____ Any profanity through a p.a. system will result in the immediate closing of the reserved venue.
- 9. _____ In accordance with the city ordinance Sec. 130.03 regarding Noise: Creating Unnecessary Noise, noise levels **should be in occurrence to with city ordinance referenced above** anywhere inside the pavilion area, at any time..
- 10. _____ All events are subject to inspection by the City of Keysville.
- 11. _____ Cancellations made at least 14 days prior to rental date are eligible for a full rental refund. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund.
- 13. _____ In the event of inclement weather, as determined by the City, a full rental refund will be issued.

Your refund will be mailed within 2 weeks of your event. Any and all damage to city facilities due to rental may result in partial or total forfeiture of deposit. If damage exceeds deposit, you may receive additional billing. Signature designates applicant has read, understands and agrees to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit. Applicant understands that the City is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City or any person involved with or attending this event. I agree to indemnify and hold the City harmless from all liability for the foregoing.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Record Payments:

Date:	Amount:	Date:	Amount:

Final Rental Amount Paid:

- Cash
- Check#
- Rec. By

Calendar Marked:

Key Deposit Returned: Y / N _____ Date:

Ret. By:

Employee Signature:

Date: