

CITY OF WINTERVILLE
125 NORTH CHURCH STREET – PO BOX 306
WINTERVILLE, GA 30683
PHONE: 706-742-8600 - FAX: 706-742-5476
Email: CityHall@CityofWinterville.com

Please note to pick up the key for your rental during regular business hours of: 9am-Noon or 1-5pm on Friday before your event if scheduled on a weekend.

PAVILION RENTAL AGREEMENT WITH KITCHEN

Facility _____

Dates(s) _____ Time(s) _____

Applicant(s) /Group Name _____

Contact Person _____ Phone# _____

Email address: _____

Mailing address: _____

Activity _____

Rental Fee \$ _____ Cash Deposit \$ _____ Key # _____

The City of Winterville agrees to allow the above-named Renting Party to use the above-named Facility/Structure with the understanding:

1. The person signing this form accepts the role of **Renter** and all responsibilities as outlined on this form.
2. **Renter agrees to pay all applicable fees and deposits as set forth above. Renter understands that all fees must be paid in full at time of reservation.**
3. **Renter** agrees to prohibit the conduct of illegal activities on the rented premises during the period of this agreement. Renter further agrees to maintain orderly conduct and promote proper and lawful use of the facility/property and abide by applicable Ordinances as set forth by the government of the City of Winterville. Failure on behalf of the Renter to abide by the laws of the State of Georgia and the Ordinances of the City of Winterville may result in this Agreement being voided immediately and the Renter being required to leave the premises upon immediate notice by the City of Winterville.
4. **Renter** agrees to pay for all repairs resulting from any damage to the premises during this agreement period.
5. **Renter** agrees to return the facility and surroundings to the state of cleanliness and order as when first occupied by the Renter.
Some or all of the deposit may be retained to cover facility cleaning and/or damage incurred during the agreement period.
PLEASE PUT ALL TABLES BACK IN THEIR PROPER PLACE. Do not remove picnic tables from the shelters. This includes bagging and disposal of your trash (**including bathroom trash**) and removal of all decorations, signs, etc. Turn off all lights, fans, lock doors, etc.
6. The rental period begins at 8:00 am and ends at 10:00 pm. Renter must be cleaned up and building vacated by 10:00 pm. No party/event will be allowed to come the next day to clean.
7. Renter agrees to indemnify, protect and hold harmless the City of Winterville, its officers, officials, employees, agents and servants from any and all claims, demands actions, suits, damages, loss and expense of whatever kind of nature to any person or to any property arising out of or in connection with the Agreement herein for the utilization of aid facility and to pay for any costs associated with the above resulting from the use of the Facility by the Renter.
8. **No alcoholic beverages are allowed on the premises of the City of Winterville.**
9. **No open fires/grills** will be permitted in any structure (with the exception of BBQ) or within 15ft.+

10. Amplified music and sound will only be permitted to be used in strict adherence to the Winterville Code Code 1991, § 13-102 referencing the decibel level and/or distance wherein such amplified sound or music may be heard. In addition, said amplifications may not begin prior to twelve (12) Noon on Sunday and prior to 9 AM any other week day and end no later than 8 PM. Violation of this provision will call for the forfeiture of any money deposits and such fines as may be imposed should police deem a citation is warranted.
11. Reservations may be canceled by noon 7 days prior to rental date without penalty.
12. Renters *may not* enter premises prior to agreed rental period to avoid risk of deposit forfeiture.
13. **TRASH MUST BE REMOVED FROM THE PREMISES AT THE TIME OF DEPARTURE. DO NOT LEAVE ANY TRASH OR FOOD BEHIND. A dumpster is located at the Public Works/Fire Department, 127 S. Church Street. (Map attached.)**

YOU MAY DROP THE KEY OFF IN THE AFTER HOURS DROP BOX TO THE RIGHT OF THE FRONT DOOR AT CITY HALL ACROSS THE STREET AFTER YOUR EVENT.

In the case of a double rental: If the party/event before you did not clean the area as recommended TAKE PICTURES AND PRESENT THEM TO CITY HALL AS SOON AS POSSIBLE.

I have read, understood and agree to the terms and conditions set forth above. Failure to observe all rules stated above may jeopardize refund of any or all deposit.

Signature of Renting Party

Date

.....

OFFICE USE ONLY

Rental Paid _____ Check _____ Cash _____ Receipt _____ By _____

Cash Deposit Paid \$ _____ (No Receipt. This rental agreement serves as receipt.)

DEPOSIT REFUNDED METHOD: _____ DATE _____ BY: _____

Notes:

Thank you for renting the Pittard Park Pavilion.

We hope your event is enjoyable here but we do want to remind everyone of the care that must be taken to keep this building in order for everyone to enjoy.

Please take the time to review the extra steps necessary to leave the depot as it was left for your party. If any steps in cleaning after your party has vacated the premises, you will be charged accordingly and the amount will be deducted from your deposit.

(Take your trash with you or to the dumpster across the street next to the Public Works building.) A map is attached.



Sweep and mop kitchen floor.
Wipe down all surfaces.



Cleaning supplies are in the
back room.



Remove any items from fridge.
Wipe any spills, do not turn off.

(Do not spray down the floor with the hose, use mops only for cleaning.)



Place all plastic trash cans
back in the kitchen.



Remove trash, sweep
and mop restrooms.



Sweep pavilion floor area.
Wipe up any spills.

Take all trash from any cans to the dumpster across the street next to the Public Works building.

**PLEASE DO NOT PARK OR DRIVE ON THE GRASS OR
DRIVE UP TO THE PAVILION BUILDING.**

There are chains up to keep anyone from driving up to the building and destroying the grass or the electric posts near the pavilion in the grass areas.

We understand the inconvenience of this but it is very expensive to replace the electrical posts each time they are backed into.

ADDITIONAL PARKING

There is additional parking across the street from the park please utilize this if all paved parking is taken.

If you enter the building and things are not set up as listed above, please make a note of it and take pictures if you are able to show to city hall upon coming to return your key and receive your deposit.

Please use the space below for any comments for the management.

Thank you.

Comments:



Pavilion 3

Pavilion 1

Pavilion 2

Trash
Dumpster

