



PARKS RESERVATION FORM  
PAVILION RENTAL POLICY AND USE AGREEMENT – COCHRAN MILL PARK ONLY

Pavilions are rented in four-hour blocks only. This block of time is for a three-hour event, a ½ hour load-in and a ½ hour load-out time period. To check availability for pavilion rental, please call (770) 463-8881. If your date is available, fill out and submit the following reservation form.

Reservation Fees (four-hour block)

Chattahoochee Hills City residents (identification required)	\$35.00
Non residents of Chattahoochee Hills:	\$75.00

A key for the restrooms will be available at City Hall 2-3 business days prior to the rental. There is a \$20 refundable deposit for use of the restroom keys. This is not a required fee to rent a pavilion.

Sanitation Bond

A refundable sanitation bond of \$50.00 paid by check only will be charged to reserve a pavilion, payable two weeks prior to the date of the reservation. The bond shall be forfeited to the city if the reserving party fails to clean the pavilion and deposit trash in the trash receptacles provided by the city prior to leaving the site.

All reservation applicants must present proof of residence at the time reservation is made in the form of a driver's license, voter registration card or utility bill in the applicant's name. Applications made by non-residents of the City of Chattahoochee Hills are charged non-resident fees. It is unlawful for a non-resident individual or organization to fraudulently apply for use of CCH facilities in the name of a CCH resident or through the use of a CCH address.

Payments for fees must be made at City Hall fourteen days prior to the rental date in the form of cash, Visa, MasterCard, check, or money order made payable to the City of Chattahoochee Hills. If reservation is made less than fourteen days from the rental date then payment for the rental and sanitation bond is required at the time of reservation. The city's return check policy will apply to checks returned for non-payment.

Refunds will be granted up until two business days prior to the function minus a \$10 service charge. Refunds for weekend events must be requested no later than 4:30 pm the Wednesday before the rental. Refunds will be sent to the address of record on the rental application.

Pavilion Rental Regulations:

All rentals are based on availability. The City of Chattahoochee Hills reserves the right to refuse requests for rentals of any facility.

Once issued, your pavilion permit is not transferrable. The pavilions are rented as is. No refunds will be issued due to the condition of a shelter. The reservation entitles the reserving party to the use of the shelter area; however, the agreement does not entitle the reserving party to exclusive or private use of other park areas.

The City of Chattahoochee Hills may refuse rental of facilities due to weather and to person(s) who wish to conduct activities deemed detrimental to the program of the City or safety of its residents or others. Groups wishing to rent the pavilions must read and sign this Use Agreement prior to being granted authority to CCH facilities.

The following rules and regulations are in effect for CCH pavilions. These rules and regulations must be followed at all times and are subject to change as the city deems necessary. If the rules and regulations are not adhered to by the renter, then this rental agreement becomes null and void immediately. No refunds will be given if a contract is voided.

- The facilities and surrounding park areas must be vacated no later than dusk – unless the area is deemed and permitted as a primitive camping site.
- No moonwalks, dunk tanks or any equipment that calls for independent power are allowed in the park. All games and activities that could damage any lawn are restricted.
- All pets must be on a leash in a city park. Persons with pets must clean up after the pet. Horses are permitted on trails designated as horse trails. Horse manure must be cleaned up in parking lot area.
- No glass containers are allowed in the park.
- Amplified music is not allowed in the park.
- For events scheduled for more than 4 hours in parks without operable restrooms, the pavilion user shall provide one portable toilet per 100 people expected. The user is responsible for contacting a company for the delivery and pick up of the toilets. Toilets are required to be removed 24 hours following the event. Portable toilets must be on a non-grass level surface. If portable toilets are left overnight, it is recommended they be zip-tied to prevent unauthorized use.
- No tents or canopies over 144 square feet are allowed.
- The renter is responsible for all clean up, including removal of all trash, decorations and other items brought into the park. The City is not responsible for setting up or taking down rental equipment nor is the city responsible for any rental equipment delivered to the site.
- Failure to adhere to these rules may result in renting party being required to leave park and/or denied a permit in the future.
- It shall be unlawful on any city property for any person to have in their possession or under direct control any controlled substance as defined by O.C. G. A. 16-13-1.
- The pavilion rental permit holder or his/her designee must be present on site with the pavilion rental permit in their possession during the entire rental period, including set up and breakdown.
- Vehicles allowed only in designated areas.
- No alcoholic beverages are permitted on City of Chattahoochee Hills' property unless a permit is issued by the City.
- No one under the age of 21 may enter into a use agreement for the purpose of securing a facility rental.

Applicant's signature indicates agreement that all provisions in the City Code of Ordinances, Chapter 15 (available at [www.chatthillsga.us](http://www.chatthillsga.us)) will be adhered to during the permitted time.

LIABILITY WAIVER AND RELEASE

*I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In consideration the City of Chattahoochee Hills providing permission to use the facility requested, I and all members of my rental group, do hereby release the City of Chattahoochee Hills including all officials, officers, sponsors, organizers supervisors, volunteers, participants and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned on City of Chattahoochee Hills facilities.*

I have read and agree to the terms set forth in this agreement

Renters Name (Please print) \_\_\_\_\_

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

Today's Date: \_\_\_\_\_

2014 Pavilion Reservation Application – Cochran Mill Park Only

This section to be completed by the Rental Customer:

Name of Rental Customer \_\_\_\_\_ Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Alternate Contact name \_\_\_\_\_ Alternate Contact Phone \_\_\_\_\_

Date of event: \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ # of people expected \_\_\_\_\_

City Resident (see policy and use agreement)      \_\_\_ Yes      \_\_\_ No

Is electrical power needed?      \_\_\_ Yes      \_\_\_ No

Will there be any cooking at this event?      \_\_\_ Yes      \_\_\_ No

Will portable toilets be used?      \_\_\_ Yes      \_\_\_ No  
(If yes, this application must be 21 days prior to your event)

Portable toilet company name \_\_\_\_\_ How many units \_\_\_\_\_ Phone # \_\_\_\_\_

Your application request for a pavilion is not final until your request is processed by City Hall.

<b>Staff Use Only</b>			
Permit # _____	Date(s) permitted _____	Time(s) permitted _____	
Resident fees \$ _____	Non-resident fees \$ _____		
Sanitation Bond Check # _____	Sanitation Bond refund date _____		
Key Deposit Taken    ___ Yes    ___ No	Key Deposit Check # _____	Key Deposit refund date _____	
Method of Payment _____	Staff initials _____		