



RECREATION & PARKS DIVISION
FACILITY RENTAL AGREEMENT

12000 Findley Road, Suite 400 Johns Creek, GA 30097 • 678-512-3200 • 678-512-3270 fax

NEWTOWN PARK COMMUNITY CLUBHOUSE

3115 OLD ALABAMA ROAD JOHNS CREEK, GA 30022



Renovated in 2009, the Newtown Park Community Clubhouse can be rented to host meetings and small social gatherings. The Clubhouse is equipped with one ADA restroom, a small room with a sink and a meeting room that is approximately 28ft X 28ft in size. The Clubhouse has five 6-foot tables and fifty chairs on site that can be used by the renter. Maximum Occupancy is 75. A Minimum of two hours is required on all rentals.

Facility Rental Fee & Security Deposit:

Johns Creek Resident - \$30/hour Non-Resident - \$45/hour

Requests MUST be made at least five (5) business days in advance.

Proof of City Residency may be required. Required minimum 2 hour rental & \$100 Security Deposit

First Name: Last Name: Company Name (if applicable):

Address: City: State: Zip Code:

Tel (H): (W): (C): Fax:

E-Mail Address: Applicant Type: [] Johns Creek City Resident [] Non-Resident

Please describe the purpose of your event:

Date of Event: Start Time: End Time: Est. Attendance:

Food/Beverage Present? []Yes []No Caterer Present? []Yes []No

Payment Information (checks payable to "City of Johns Creek")

Security Deposit: \$ Cash or Check # Visa/MasterCard # Exp. Date: Auth. Code

Rental Fees: \$ Cash or Check # Visa/MasterCard # Exp. Date: Auth. Code

FOR OFFICE USE ONLY:

Division Approval Date: / Department Approval Date: (Revised July 2009)

DOOR ACCESS CODE: (This code will only be active for your rental. The code will be changed after your rental)

Rental Policy Information

Facility Usage: Facilities may not be reserved more than one (1) year in advance. No facilities may be used for fundraising purposes without prior approval from the Recreation & Parks Manager. Commercial solicitation and transactions are prohibited. Requests for periodic, regularly recurring use of facilities must be approved by the Recreation & Parks Manager.

Hours: Facilities may be rented Monday - Sunday 8am to 10pm. No facility may be used past 10pm without prior approval from the Recreation & Parks Manager. Please allow appropriate time for setup before the event and clean up after your event.

Rental Agreement: To reserve the Newtown Community Clubhouse, a Facility Rental Agreement must be completed, signed and returned to the Recreation & Parks Division.

Rental Fees: All rental fees and a refundable security deposit are due at time of application.

Facility Supervisor: If the Recreation & Parks Manager requires a Facility Supervisor to staff the renter's use of the facility, an additional Facility Supervisor fee of \$20.00/hour shall be added.

Police/Security: If the Recreation & Parks Manager requires a Police Officer to staff the renter's use of the facility, the renter will be required to hire an off-duty Johns Creek police officer to staff your use of the facility.

Security Deposit: All rental applicants must pay a security deposit of \$100.00. The deposit is refundable if the facility is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Recreation & Parks Division and will not be refunded until the facility has been inspected by City personnel.

Cleaning: The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the trash cans. All table tops, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant shall spot mop any spills and sweep the floor if needed. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Recreation & Parks Division.

Reservation Status: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until this time.

Cancellation Policy: There will be a cancellation fee of \$10.00 if reservation is not cancelled at least 15 days prior to the event.

Alcoholic Beverages: Consumption or possession of any alcoholic beverage within any City Park facilities is strictly prohibited.

Caterers: Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide

by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the Recreation & Parks Manager. The City of Johns Creek is not responsible for any lost or stolen equipment.

Minors: Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

Personal Property: The City of Johns Creek is not responsible for any valuables or personal property left on the premises.

Facility Appearance: The City of Johns Creek cannot guarantee that the rented space will have the same appearance as when originally viewed.

Decorations: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Confetti: Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside the Newtown Community Clubhouse.

Candles: All candles must be contained in a glass container taller than the top of the candle flame.

Smoking: Smoking is prohibited inside all City Park Facilities.

Animals: Animals are not permitted inside the Newtown Community Clubhouse without prior approval of the Recreation & Parks Manager.

Parking: Limited spaces are available for parking at the Newtown Community Clubhouse. Vehicles shall not be parked on the grass. Vehicles can be parked inside Newtown Park in the first parking lot on the right and the Clubhouse can be accessed by using the asphalt walking trail.

Questions/Problems? If you have any questions or problems before or during your rental of the Community Clubhouse, please call 404-867-4981.

Required Signature

I have read all of the rental policy information and agree to comply with my signature below. I understand that my security deposit may be forfeited or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Signature: _____

Date: _____

The City of Johns Creek Recreation & Parks Division reserves the right to refuse application for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.

(Revised 06/2011)