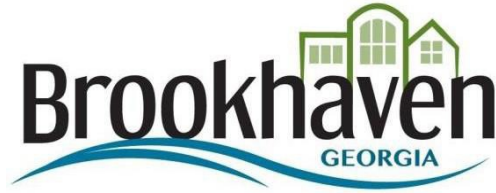


# Pavilion Rental Application



City of Brookhaven  
 3360 Osborne Rd. NE Brookhaven,  
 GA 30319  
 Phone: 404-637-0534  
[parksrec@brookhavenga.gov](mailto:parksrec@brookhavenga.gov)

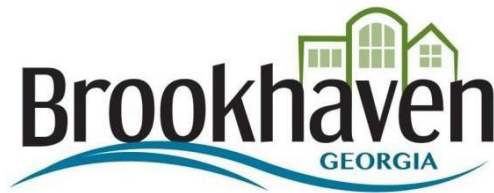
|  |   |
|--|---|
| Applicant Name:  |   |
| Address:   |   |
| Home/Mobile Phone:   | Email:  |
| Pavilion Requested:  |   |
| Date Requested:  | Will alcohol be present? _____yes _____no       |
| Time Slot Requested: ___9am-12pm___12:30pm-3:30pm___4pm-7pm (MUST INCLUDE SETUP AND BREAKDOWN) |   |
| Event Description:   | Projected Attendance:                           |
| Are you charging for entry? _____yes _____no   | Will anything be sold on-site? _____yes _____no |

I certify that I have read, understand, and agree to abide by the terms and conditions governing the use of Brookhaven City Parks and Recreation facility as written on pages 2 and 3 of this application. Furthermore, I certify that the information contained in this request is true and accurate to the best of my knowledge. Any false information given herein will affect future use.

\_\_\_\_\_ AUTHORIZED APPLICANT SIGNATURE \_\_\_\_\_ DATE

| PARKS AND RECREATION DEPARTMENT USE ONLY    |                |
|---|----------------|
| Application Received:                       | Permit Issued: |
| Number of Participants:                     |                |
| Off-Duty Officer Required: _____yes _____no | Officer(s):    |
| Payment Due:                                | Type Payment:  |
| Action: _____Approve _____Deny              | Date:          |
| Approved By:                                | Permit #:      |

## Pavilion Rental Application



City of Brookhaven  
3360 Osborne Rd. NE Brookhaven,  
GA 30319  
Phone: 404-637-0512  
[parksrec@brookhavenga.gov](mailto:parksrec@brookhavenga.gov)

WHILE BROOKHAVEN PARKS AND RECREATION STAFF REGULARLY CLEAN ALL PAVILLIONS, PAVILLIONS ARE NOT GUARANTEED TO BE CLEANED PRIOR TO YOUR RENTAL AS THEY ARE IN PUBLIC PARKS AND ARE SUBJECT TO USE BY THE PUBLIC PRIOR TO A RENTAL PERIOD. BY SIGNING THIS AGREEMENT, YOU ARE ACCEPTING THE FACILITY AS IT IS. IT IS THE RENTER'S RESPONSIBILITY TO PRESENT THEIR PERMIT UPON ARRIVAL TO ANY PERSONS OCCUPYING THE RENTED AREA. THE CITY OF BROOKHAVEN PARKS AND RECREATION STAFF SHALL NOT BE RESPONSIBLE FOR REMOVAL OF ANY SUCH PERSONS.

### TERMS AND CONDITIONS

1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event.
2. Only applicants 21 years or older are issued use agreements and the applicant agrees to adhere to all City, County, and State laws and ordinances.
3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a city facility when it is determined that such use is unsafe for the general public and park patrons.
4. Pavilion rentals only include the use of the pavilion and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds.
5. Non-residents are charged an additional fee for rental of City parks and facilities.
6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed.
7. Once a pavilion is rented and is within 10 (ten) days of the rental, there are no refunds due to rain or expected rain.
8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking.
9. Event should not be open to the public. No publicity, advertising, or online flyers of any kind relating to the event may be distributed.
10. Rental fee and refundable damage deposit must be paid up front to secure reservation. Reservations will not be held without payment. Per Brookhaven Finance Department guidelines, the damage deposit will be returned via check 4-6 weeks after your rental. All deposits will be mailed to the address on your Rec1 account. Card payments are accepted through our online reservation system, checks may be mailed or dropped off at Lynwood Rec Center or Briarwood Rec Center.
11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicant to provide a power source.
12. Water slides (apparatus) are not permitted in Brookhaven's Parks
13. Pavilion attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions.
14. Tables are made available at each pavilion; electricity and water are not guaranteed at any facility.
15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf.
16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event.

17. Clean-Up includes the following: removing all litter, signs, and decorations from and around pavilion including anything hung from rafters.
18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense.
19. Applicant will be billed for cost of repairs and/or replacement of all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear.
20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles.
21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement.
22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks.
23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event to receive applicable permits.
24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use.
25. Applicants understand that alcohol is permitted only in conjunction with a facility reservation and approved alcohol permit. Once permit application is sent to Parks office it will be signed and returned to the applicant. Applicant will take signed form to City Hall to acquire alcohol permit and will be contacted by Brookhaven Police to arrange for officers to be present on-site at applicant's expense. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail. No alcohol will be allowed within city facilities without approved alcohol permit and Brookhaven Police presence.
26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at Cityparks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicant's expense.
27. Rental applicants may not charge admission or ask for donations for entry into their rental space.
28. If upon review of this application it is determined your rental constitutes a special event, a special event application and associated fees may be required.
29. There is a required 3 hour minimum on all pavilion rentals. Time slots are as followed: 9am-12:00pm, 12:30pm-3:30pm and 4:00pm-7:00pm. Special accommodations can be made for larger events please send an email requesting this.
30. Rentals are not booked more than 60 days in advance. Any application forms sent prior to 60 days before the desired rental date will not be accepted. Unless your reservation has been considered a special event.
31. The applicant shall read, understand, and agree to all provisions set forth in this Agreement.