



RENTAL AGREEMENT FOR THE COMMUNITY BUILDING  
3496 KESWICK DRIVE  
CHAMBLEE, GA 30341

Group /Person Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Telephone: Primary (\_\_\_\_\_) \_\_\_\_\_ Secondary (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Event Name/Type: \_\_\_\_\_

Event Description: \_\_\_\_\_

Expected Attendance- Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_

Date of Reservation \_\_\_\_\_ From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Will Food and Beverages be served? \_\_\_\_\_ Alcoholic beverages are **not** permitted.

The request for a reservation of the facility must be made at least two (2) weeks prior to the requested date. The facility may be reserved up to two (2) months in advance. No reservation will be confirmed until this reservation agreement is completed, approved and the rental deposit and payment received. The individual or group whose name appears above has reserved this facility and is entitled to its use for the period indicated. The individual or group is not expected to occupy the facility until the time indicated, and is expected to relinquish the facility at the end of the reserved time. See pages two and three for rental rates, policies, regulations and information regarding the reservation and use of this facility. The policies are designed to help you and your group have an enjoyable and safe event. The responsible party may request a copy of this form as confirmation of the reservation. The City reserves the right to withhold permission for any event.

By signing this agreement the responsible party/group hereby attests they have read and agree to abide by the policies and regulations on pages two (2) and three (3) of this agreement.

Signature of the responsible party: \_\_\_\_\_ Date signed: \_\_\_\_\_

For Official Use Only

Rental Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Total Hours of Rental: \_\_\_\_\_ Rate (circle one): R NR NP Total Rental Cost: \_\_\_\_\_

Rental Payment Information (circle one):

Cash Check (# \_\_\_\_\_) Credit Card Other (\_\_\_\_\_)

Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Receipt Information:

Receipt # for Rental: \_\_\_\_\_ Deposit Check #: \_\_\_\_\_ Deposit return preference: Mail Destroy

The responsible party must initial understanding of all items listed:

\_\_\_ 1) City sponsored functions will take precedence over **any use** of the building, **including paid reservations**. The City will give as much notice as possible in the event the City needs the use of the building. Should that incident occur, all fees paid by the users will be returned. Except in the case of extreme emergencies, the City will try to give at least two (2) weeks notice. The user agrees that the City will not be held liable in any way for any type of loss, financial or otherwise, should the City cancel the reservation for any reason at any time.

\_\_\_ 2) Smoking is **not** permitted in the building. Alcoholic beverages and controlled substances are **not permitted** on any City property, including (but not limited to) parking lots, buildings, ball fields, playgrounds or open green spaces. Any individual who does not adhere to this policy will be subject to sanctions and possible arrest. The responsible party/group may face the same sanctions, even if unaware of the situation.

\_\_\_ 3) If food is served, all food items including containers must be removed from the building. All discarded items must be placed in garbage bags and placed in the trash cans outside the building. Please use the recycle containers for cans after they have been rinsed. Open flame cookers and/or grills are not permitted in the building or on the deck.

\_\_\_ 4) The maximum capacity of the building is 125 people. It is a violation of fire code for more than 125 people to occupy the building. Any infraction of the code could result in fines and sanctions.

\_\_\_ 5) Cleanup and breakdown time shall be included in the rental time period. Clean up shall include cleaning any spills, disposing of trash, mopping and sweeping the floors (as needed), wiping down tables and chairs (as needed), and returning the room to the original setup.

\_\_\_ 6) The responsible party will assume all responsibility for the conduct of all guests **including** parking, littering and noise ordinance compliance. Participants should not be allowed to engage in any hazardous activities. **Children must be supervised at all times**. Due to liability concerns and limited space, the City does not allow moonwalks, ponies, dunk tanks, etc. to be brought on the premises during rentals.

\_\_\_ 7) The minimum time for all reservations is two (2) hours. There is no maximum time limit, though the curfew for all activities in the park is 11:00 p.m. The building must be empty by 11:00 p.m. and the parking lot empty by 11:10 p.m.

\_\_\_ 8) Monday through Friday from 9:00 a.m. until 4:00 p.m., the responsible party can come to the parks department at 3540 Broad Street (Chamblee Civic Center) to meet with someone to view the building. After 4:00 p.m. and on weekends and holidays appointments must be made in advance by calling (770) 986-5016.

\_\_\_ 9) Refund policy: No refund will be given due to weather. The responsible party must notify the Chamblee Parks and Recreation Department in writing of a cancellation, no less than fourteen (14) days prior to the reservation date to receive a full refund. Any notice less than fourteen days, but at least seven (7) days prior to the event, 50 percent will be refunded. Notice less than seven (7) days will not be entitled to any refund.

\_\_\_ 10) The responsible party/group will indemnify and hold the City harmless with respect to any

claims, losses, damages, costs, expenses (including legal fees), or injuries caused by or in any way resulting from activities of the responsible party/group, its agents and employees, on said property or otherwise pursuant to this agreement, and the responsible party/group will at its own cost and expense, (including legal fees) defend the City against any claims, suits, or causes of action brought by anyone with respect to any of the aforesaid.

\_\_\_11) The community building shall not be used for any commercial purpose, including, but not limited to, the sale of any products, services or any other commercial activity.

Non-profit organizations may rent the community building at a reduced rate; however, any such non-profit organization must meet the following conditions: A) Present to the City written documentation from the Internal Revenue Service that the non-profit organization has been granted 501(C)3 status. B) Any such non-profit organization must submit at the time request is made to use the community building, a certificate of liability and workers compensation coverage, if applicable, showing that such organization is insured.

**COMMUNITY BUILDING RENTAL FEES  
3496 KESWICK DRIVE  
CHAMBLEE, GA 30341**

**City of Chamblee Residents**

**Meeting room/deck/kitchen: \$60 for first two (2) hours and \$20 for each additional hour.**

**Non-Profit Organizations**

**Meeting room/deck/kitchen: \$80 for first two (2) hours and \$30 for each additional hour.**

**Non-Residents**

**Meeting room/deck/kitchen: \$100 for first two (2) hours and \$40 for each additional hour.**

**All Renters**

**Security deposit: \$150.00 deposit in addition to rental fees above, check returned to you/destroyed if all conditions on pages two (2) and three (3) are met.**

**Make checks payable to Chamblee Parks & Recreation.  
Credit cards accepted include Discover, Visa and MasterCard.**

**\$30 fee for all returned checks**

**Rates subject to change without notice**