



KESWICK COMMUNITY BUILDING - RENTAL AGREEMENT

3496 Keswick Drive

CHAMBLEE, GA 30341

Group /Person Name: _____

Responsible Party: _____

Telephone: Primary () _____ Secondary () _____

E-mail: _____

Address: _____ City: _____ Zip: _____

Event Description: _____

Expected Attendance Adults: _____ Children: _____ Total: _____

Date of Reservation _____ From _____ To _____ (includes time for set-up and breakdown)

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 party responsible 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 party/group responsible 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 party responsible: _____ Date signed: _____

For Official Use Only

Approved By: _____ Date: _____

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

Reservation Payment Information: (Credit Card Type): Visa MC AmEx Discover

Name of Cardholder: _____ Address of Cardholder: _____

Card Number: _____ Exp. Date: _____ Code: _____

Deposit Paid: _____ Rental Paid: _____ Received By: _____

Initial before each number.

____ 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 and tobacco products are **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 party/group responsible 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 recycling 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. Original setup of room includes tables and chairs placed in rows along the **back wall**. There is a picture in the building for reference and attached to this document.

____ 6) Hooks, duct tape, nails, etc. are NOT allowed to hang things up on the wall as they will rip the paint off/ mess up the walls, etc.

____ 7) Open flame cookers and/or grills are not permitted in the building or on the patio/deck.

____ 8) The party responsible 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.

____ 9) 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.

____ 10) Monday through Friday from 9:00 a.m. until 4:00 p.m., the party responsible may call the Parks and Recreation Department at (770) 986-5010 to schedule a time to view the building, with at least 24-hour notice.

____11) Refund policy: No refund will be given due to the weather. The responsible party must notify the Chamblee Parks, Recreation & Arts 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, fifty (50%) percent will be refunded. Notice less than seven (7) days will not be entitled to any refund.

____ 12) 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, it's 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.

____13) 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.

____14) Payment for the rental and deposit may only be paid via a credit card. For the deposit, credit card numbers will be written down in the "For Official Use Only" area but **not** deposited unless there are damages.

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

All the below require a 2-hour minimum

All Renters

Security deposit: \$300.00 deposit in addition to rental fees

City of Chamblee Residents

Meeting room/deck/kitchen: \$75 per hour

Non-Residents

Meeting room/deck/kitchen: \$100 per hour

