

Date of Event _____
TDM Initial _____

LAUREL PARK FACILITY/AREA USE CONTRACT APPLICATION

Group Name/Type of Event: _____

(The person/company on the next line is to where the **Deposit Refund Check** will be sent.)

Contact Name: _____ # of People in Party _____

Address: _____

Phone: _____ Email: _____

Day/Date of Event: _____ Time Period: _____

DEFINITIONS OF TYPES OF GROUP RESERVATIONS:

Special Events-An activity sponsored by an organization other than the City of Marietta and/or Tennis Dynamics, LLC., the managing company for Laurel Park, requested to be held on public property designed for entertainment, competition, amusement or social, ethnic, religious and/or cultural awareness.

Community Festival-A Public gathering which involves the use of public parks or Laurel Park within the city limits of Marietta which includes entertainment, music, arts & crafts displays and/or sales, sale of merchandise, food or any combination which requires the use of the city support services over and beyond what the City of Marietta routinely provides under everyday circumstances.

Private Group Function-A private gathering restricted to members of an organization, school, or family which may include church/organization gatherings, family reunions, birthday parties, company outings/picnics, and school functions which involves the use of Laurel Park property and/or facilities which includes bathrooms, green space, shelter, athletic facilities, and/or goods and services provided by Tennis Dynamics, LLC., the managing company of Laurel Park, and/or the City of Marietta.

RENTAL/RESERVATION INFORMATION:

1. Which of the following best describes the group reservation which you are applying for today? Check one of the boxes below:

Private Group Function

Community Festival

Special Event

2. Please describe your group reservation:

3. Will you be bringing in any outside equipment for your group reservation? If yes, please describe (i.e. grills, additional seating, power cords, athletic equipment, etc.):

4. Will you need any resources provided by the City of Marietta or Tennis Dynamics, LLC. the managing company for Laurel Park, other than the actual area you wish to rent? If yes, please describe (i.e. electricity, water, athletic equipment, etc.):

Other Comments:

OFFICE USE ONLY:
DATE: _____
DEPOSIT AMOUNT: _____

“DEFINITIONS OF” AND “RULES FOR” AREA USE OF LAUREL PARK

You must read and understand the rules and regulations for groups and individuals using the Laurel Park facility areas. If you are not in compliance with the rules listed below you will lose your deposit and your reservation privileges in the park. Please initial on the appropriate line below.

The Laurel Park facilities are reserved on a first come, first serve basis. Reservations may not be made greater than one year in advance. All reservation contracts are for the specific areas of the park only and do not apply or in any way guarantee the functionality of the utilities including, but not limited to: electrical outlets, water supply, lighting, etc.

Open field, basketball and volleyball courts are not reserved for outside organized leagues and/or organizations.

_____ (initial) **All “Rental Fees” are never refunded if the reservation is canceled for any reason, including inclement weather. The deposit will be refunded if the area has been cleaned after the usage group.**

_____ (initial) **All groups must adhere to contract hours. Reservations are scheduled back to back so parties must include cleanup and setup time.**

_____ (initial) **Deposit Refund: Refund will be given to the individual who made the reservation; the deposit will be mailed back to the individual/address on the contract.**

NO ALCOHOLIC DRINKS ARE PERMITTED IN THE LAUREL PARK FACILITIES. IF YOU ARE NOT IN COMPLIANCE WITH THIS REGULATION YOU WILL LOSE YOUR DEPOSIT AND YOUR RESERVATION PRIVILEGES AT THE PARK.

****Any change of reservation date must be made up to **fourteen days (14)** before your reservation date **or rental fee portion will be forfeited**. A new contract must be completed in person and cash must be paid.****

Less than **twenty-one days (21)** prior to the event the deposit and rental fee for the area use reservation is to be paid only in **CASH**.

All fees and deposits are outlined in the fee structure section of the contract.

A deposit is given and held as an incentive to make sure the group and individuals have cleaned up their area in time for the next rental reservation. Groups are responsible for picking up all trash left in their area at the completion of their usage. The deposit is only refundable if at the completion of the event the area reserved is left in good, clean condition as determined solely by the Laurel Park staff.

Groups or individuals must use their area and be done cleaning up within the period of the reservation. Groups extending their time allotment or reservation will lose their deposit.

Members of Group/Individual reservation must abide by all policies of Laurel Park located in the Policy Manual at the front desk and other policies written or otherwise implied. All policies will be contained in the manual in the Tennis Center office. For a copy, please ask the attendant on duty.

All groups must adhere to the City of Marietta’s noise ordinance **6854**. The complete Noise Ordinance Code is in the Park Manual at the front desk of the Tennis Center. For a copy, please ask the attendant on duty. Violation of the ordinance will result in forfeit of the deposit.

The deposit is also refundable if the reservation is canceled for any reason.

If at any point a group is unwilling to leave an area for which you have a reservation, please notify the attendant in the Tennis Center. Once the attendant has been notified, please let them handle the situation and try to resolve the matter in a peaceful manner.

By signing this reservation contract, I / We agree to the following:

- 1. To keep the premises in good order and condition, including trash pick-up.**
- 2. To indemnify and hold harmless Tennis Dynamics Management, Inc. / The City of Marietta from and against any loss, cost or damage of any nature arising out of any action or claim against Tennis Dynamics, LLC / The City of Marietta, its agents or its employees, in connection with or around the Laurel Park Facilities immediately prior to, immediately after and during the period for which the facility is reserved by the above named individual, group or organization. Tennis Dynamics / The City of Marietta shall not be liable for any damage or injury to any parties on the Laurel Park premises.**
- 3. I have physically examined the actual pavilion area prior to completing this contact.**
- 4. I HEREBY CERTIFY that I am legal age and have personally examined the information contained in this application and that this information is correct to the best of my knowledge.**

Signed: _____ **Date:** _____

FEE STRUCTURE FOR PARK AREA RENTALS

Residency requirements are subject to verification at the Official Website for The City of Marietta:
http://www.marietta.ga.gov/city/services/propertysearch?st_number=1267&st_name=CHANNEL+PARK&apt_number=

PARK FACILITY	HOURLY RENTAL FEES	DEPOSIT FEES REQUIRED	PLEASE MARK APPROPRIATE BOX
LARGE PAVILION	\$18.00 Marietta Resident \$23.00 Nonresident	\$50.00	
SMALL PAVILION	\$15.00 Marietta Resident \$20.00 Nonresident	\$50.00	
1 TENNIS COURT	\$6.00	\$50.00 applicable for group functions.	
**1/2 BASKETBALL COURT	No Fee	\$50.00	
**WHOLE BASKETBALL COURT	No Fee	\$50.00	
**SAND VOLLEYBALL COURT	No Fee	\$50.00	
SHUFFLE BOARD	No Fee	\$50.00	
**FIELD/OPEN SPACE	No Fee	\$50.00	

****Subject to approval by the City of Marietta Parks and Recreation Department**
 This portion of the contract will also serve as receipt of funds for deposit.

Office Use Only:

Application processed on _____ by _____

Rules/Regulations issued: _____ Date payment received: _____

Deposit Amount: _\$ _____ Rental Amount _\$ _____ Total Amount _\$ _____

Deposit refunded: _\$ _____ Deposit refunded by: _____ cash / check / charge