



PARKS & RECREATION

Newton County Parks and Recreation Turner Lake Banquet Room Rental Agreement

Rates

| | <u>Resident</u> | <u>Non-Resident</u> |
|---------------|-----------------|---------------------|
| Banquet Room: | \$500 | \$700 |
| | \$175/hourly | \$225/hourly |

*Refundable Damage Deposit: \$250

* *Supervisors Fee: \$25/hour (resident and non-resident)

*Damage deposit will be returned by mail, to the renter providing the room is left in its original condition. Expectations relating to the condition of the premises are outlined in the agreement.

* *Any rental taking place or lasting outside normal operating hours must have a supervisor present. Rentals will not be allowed to exceed 11:00 PM.

Normal Operating Hours:

Mon. -Thurs. -8AM-8PM Friday- 8AM-5PM Sat. 10AM-4PM

Amenities

BANQUET ROOM

The banquet room includes tables (round and rectangular), chairs, table top podium, sound system and a preparation area (sink, counters, ice maker and refrigerator). The outside patio and lawn area may also be used, but is not exclusive to the rental party. Tables or chairs belonging to the Newton County Parks and Recreation, may not be taken out of the banquet room.

Indemnification

User shall indemnify and hold harmless the Newton County Parks and Recreation, their employees, and public officials from and against any and all claims, damages, losses and liabilities whatsoever, their nature, cause of origin, and whether or not attributable to the negligence of the user, its agents, contractors, or employees, or to the use or occupancy of the Turner Lake Community Center, or any other portion of the facility by user, its agents, employees and invitees.

Facility Clean Up

It is of utmost importance that the used facility be left as clean and in the same orderly fashion as it was found upon your arrival. Example: table tops clean, trash collected and put in a dumpster outside, decorations (including helium balloons, glitter & Mylar confetti) must be taken down or cleaned up and discarded, floors should be

vacuumed/swept and mopped and free of any food or drink spills. Countertops, sinks and the floor in the warming kitchen must be swept and mopped. The storage room for the tables and chairs must also be left in a neat and orderly fashion. Furthermore, any signage that was hung in the park for the event must be taken down. Failure to do these tasks may result in the loss or forfeiture of the damage deposit.

| |
|--|
| Please initial that you read this section. |
|--|

Decorating

Decorating is allowed, but under no circumstances is the renter allowed to damage or put holes in anything belonging to the Newton County Parks and Recreation. Examples of decorating that is not allowed: putting pins, nails, staples in tables or walls, taping or pinning banners or other decorations. Any means of fastening decorations must not harm any of the Newton County Parks and Recreation's property. All fasteners (tape, string, putty, etc.) must be removed before the rental party leaves. Failure to remove fasteners or if fasteners have damaged the Newton County Parks and Recreation's property in any way, may result in loss or forfeiture of the damage deposit.

Holiday Decorations

The renter understands and acknowledges that during November and December, the facilities of the Newton County Parks and Recreation will be partially and/or totally decorated for the holiday season.

Suitability

The renter acknowledges and agrees that the renter is encouraged to examine and inspect the banquet room to assess its condition, suitability and fitness for the renter's permitted use. Accordingly, the renter acknowledges and agrees that Newton County and the Newton County Parks and Recreation makes no expressed or implied warranties of any kind or nature whatsoever, including, without limitation, any expressed or warranties of suitability of fitness of the banquet room or any other rooms for any particular use, purpose or function. The right to use the Newton County Parks and Recreation's banquet room granted hereby is expressly granted on an "AS IS" and "WHERE IS" basis only. The renter further acknowledges that the relationship between the "landlord and tenant" as contemplated under Georgia law.

Insurance Requirements

It is the responsibility of permitted event organizers to provide adequate liability insurance for the event. The Permittee may be asked to provide public liability insurance for bodily injury and property damage in the sum of **\$1,000,000** naming Newton County, its officers and employees as additional insured. If insurance is required, the Additional Insured Endorsement must accompany the insurance binder. Insurance and Endorsement must be on file with the Recreation Center prior to the event. Newton County Parks and Recreation may require additional coverage based on the scope of the event. The policy must be in force for the duration of the Event.

Security

The Newton County Parks and Recreation, depending on the event, reserves the right to require that security be provided based on the recommendations of the Newton County Law Enforcement and the City of Covington Police. The renter will be responsible for payment to the security officers.

Cancellations and Refunds

In order to receive a full refund, the renter must submit in writing a request for cancellation 30 days prior to the rental. Any request received in writing less than 30 days of the rental will result in a ¹/₂ refund.

Note: The Newton County Parks and Recreation reserves the right to decline to enter into a rental agreement with a renter for any reason not prohibited by law.

Banquet Room Rules

1. SMOKING/VAPING:

Smoking and vaping are not allowed anywhere within the facility or on the park property. This is an ordinance for Newton County Parks and Recreation facilities.

2. UNAUTHORIZED AREAS

The rental party is only authorized to use the hallways, lobbies, restrooms, outside patio/lawn, and banquet room. All other areas are unauthorized areas and members of the rental party are not allowed in any other places.

3. FOOD AND BEVERAGES:

Alcohol is not allowed in any of the Newton County Parks and Recreation's facilities/grounds. Food and drink may be served, but please keep them inside the banquet room.

4. CANDLES:

Only dripless candles are allowed and they must be contained in a hurricane globe.

5. BIRDSEED/RICE/FLOWER PETALS/SPARKLERS/ETC:

Due to safety concerns, stains and clean up problems, the throwing of these items and items of the same nature, may not be thrown or allowed.

6. TAKE DOWN AND CLEAN UP:

Take down and clean up after an event must be completed within the renter's time restrictions and according to the Clean Up Policy. Take down and clean up are also required for the renter to get back the damage deposit.

7. LOADING DOCK AREA:

The loading dock area is there for loading and unloading only. After vehicles are loaded or unloaded they must return to the parking lot. The loading dock area is not for parking vehicles.

8. DOORS:

In order to conserve electricity and lower utility cost, please do not prop doors open. Outside doors must remain locked for exclusivity and safety.

Banquet Room Clean Up Policy

- > All decorations must be removed and all fasteners must also be removed and discarded.
- All floors and carpeted areas must be swept, mopped or vacuumed. The floors must be free of food, trash, decorations, dirt, etc. Any spills need to be cleaned up immediately.
- The preparation area must be swept/mopped. Countertops and sinks must be cleaned.
- All garbage must be placed in a trash can and trash cans must be emptied into the dumpster on the side of the banquet room.
- All clean up must be performed within the time limits of the rental.
- Tables and chairs must be put back into the storage room neatly or tables may be left in the room provided the chairs are put back neatly under the tables.
- Failure to clean the room to the satisfaction of the Newton County Parks and Recreation may result in the loss or forfeiture of the damage deposit.

I have read and understand the Turner Lake Banquet Room Rental Agreement. As a renter, I understand that I must comply with the policies and regulations set by the Newton County Parks and Recreation.

Renter's Signature

Date