



CITY OF JONESBORO

1859 City Center Way
Jonesboro, Georgia 30236
www.jonesboroga.gov

LEE STREET PARK AMPHITHEATRE / PAVILION RENTAL PACKET

"OFFICE OF THE CITY MANAGER"



Lee Street Park

155 Lee Street
Jonesboro, Georgia 30236
www.jonesboroga.gov

For additional information, please contact City Hall at (770)478-3800
Monday – Friday, 8:00 a.m. – 5:00 p.m.

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GENERAL RENTAL INFORMATION

PLEASE NOTE:

As with all our parks, reservations include only the area you have specifically requested. The activities of your event must be contained to the area reserved. The remainder of the park is still available to the general public to enjoy. There is no designated parking for event reservations. Please plan accordingly.

RENTAL INFORMATION:

- Handicap accessible.
- Available daily, unless prior reserved.
- Available rental hours are between 8am – 11:00 pm unless otherwise approved
- Reservations may be made up to 1 year in advance, but no less than 30 days prior to use, unless they do not require supplemental documentation.

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- Farmers Market Area w/ Electrical Outlets
- Large Amphitheatre Stage
- Small Stage to Accommodate Smaller Events
- Covered Pavilion
- ___Capacity Limit
- Recycling & Garbage Receptacles
- Park Benches
- Wheelchair Accessible

FEES AND RETURN POLICY

The Reservation fee is determined by the "Facility Rental Rate" chart located below. All renters pay a **Non-Refundable Cleaning Fee of \$150, and a Refundable Deposit as indicated below.** The refundable Deposit is to offset potential damage costs. If there is no damage, the deposit will be automatically refunded within five (5) business days after your reservation. To hold a reservation date, the Cleaning Fee, and Refundable Deposit (\$650) must be paid at the time of request. The **Reservation Fee must be paid 30 days prior to the reservation date** listed on the application.

Facility Rental Rates

	<u>Rate I</u>	<u>Rate II</u>	<u>Rate III</u>
Type of Event: *3 Hour Minimum	• Open or closed to public • Generate NO sales • NO Admission/Entry Fees • NO Concessions • NO Sponsor Signage Allowed	• Open to public • Generate Sales • Admission/Entry Fees • Concessions • Sponsor signage allowed	• Closed to public • Generate Sales • Admission/Entry Fees • Concessions • Sponsor Signage Allowed
Large Amphitheatre	• \$200 per hour • \$500 Refundable Deposit	• \$300 per hour / • \$500 Refundable Deposit	• \$500 per hour • \$500 Refundable Deposit
Small Amphitheatre	• \$100 per hour • \$300 Refundable Deposit	• \$200 per hour • \$300 Refundable Deposit	• \$400 per hour • \$300 Refundable Deposit
Farmers Market Area	• \$50 per hour • \$100 Refundable Deposit	• \$100 per hour • \$100 Refundable Deposit	• \$150 per hour • \$100 Refundable Deposit

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Pavilion Rental

Type of Event: *3 Hour Minimum	Rate I	Rate II	Rate III
	City Resident	Non Resident	- County School - Government Entity
Pavilion	\$125 - 1st 3 hours \$20 per additional hour \$150.00 Refundable Deposit	\$200 - 1st 3 hours \$25 per additional hour \$150.00 Refundable Deposit	Approval by Council

Cancellations received 30 days or more prior to the reservation date will receive a refund of all fees. If the applicant fails to provide at least 30 days cancellation notice, 20% of the Reservation Fee will be deducted before the refund is issued. Changes made to a reservation, 30 days or less from the original reservation date, will be charged 10% of the original reservation fee. We will not accommodate any minor changes to the reservation with less than 7 days notice, major changes no less than 30 days notice.

INSURANCE POLICY

If the applicant is using either of the Amphitheatre Areas (Large and/or Small Stage) for any of the activities listed below, and/or the activity includes more than 100 people, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$2,000,000 per occurrence with an endorsement naming the City of Jonesboro as an additional named insure before the application is approved.

1. Sale of Alcohol, food, beverages or souvenirs.
2. Event open to the General Public
3. Conducting Business (*trade shows*).
4. Involving animals
5. Non-Sanctioned sporting event.

ALCOHOL

- Only Beer and Wine can be served.
- Permission to serve and/or sell alcohol is only granted if:
 1. Services is done by a Licensed Alcohol Caterer and/or State of GA permitted Alcohol Server.
 2. Service must be done in a designated, monitored area.
 3. A Certificate of Liability in the amount of \$2,000,000 must be obtained and must include Host Liquor Liability.
 4. A City of Jonesboro Alcohol Permit must be approved.

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5. If alcohol will be sold or included as part of an admission price, permission will be granted if:
 - a. Jonesboro Temporary Sales License is obtained. It must be displayed or made available upon request during the scheduled event.
6. The consumption of alcohol is restricted to the area of the park that has been reserved.
7. The City Manager must receive copies of the required documents 30 days prior to the event.
8. The State of GA Caterer License and/or Jonesboro's server's permit must be available upon request during the scheduled event.
9. If found to be in violation of any of the above mentioned requirements, the City reserves the right to terminate alcohol service.

FOOD

- The City of Jonesboro is not responsible for health issues related to any food consumed at the event.
- Caterers are required to show proof of current Food Handlers Permit from Clayton County Board of Health.
- Individuals or groups planning to provide food at a public event, where it is prepared or served for consumption, are required to have proof of current Food Handlers Permit.

DECORATIONS

- Use of scotch tape or masking tape is not permitted on any walls throughout the Park.
- ABSOLUTELY NO bird seed, metallic confetti or rice, it's harmful to our environment.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.
- No signs or decorations shall be affixed to any trees, utility poles, buildings, or structures unless the City provides prior approval.

SEATING AND USE OF TENTS

- Extra seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the lawn or amphitheater, only lawn or san-chair style seating is allowed. (This is a result of other chair puncturing the ground and damaging the irrigation system.)
- Tents requested for the lawn must be tethered down by weights, not by stakes. If weighted with water, the City of Jonesboro is not responsible for providing the water.

MUSIC

- Use of amplified sound requires adherence to City of Jonesboro Code of Ordinances, which requires that music or sound must be contain within the boundaries of the park. We reserve the right to check decibel level at the boundaries of the park.

CLEAN UP PROCESS

The applicant is responsible for removal of all decorations and any items of property brought to the Park. Trash shall be deposited in appropriate receptacles. If there is more trash than the receptacles will allow, the applicant is responsible for removal of extra trash from the grounds. Prior to leaving the facility, the applicant is responsible for cleaning and placing in order all areas used. If the site is left in good condition and no damage has occurred, the Deposit will be refunded within five (5) business days after the reservation fee. Any additional costs for clean up or damage above and beyond the Deposit amount shall be paid by the applicant.

APPROVAL OF APPLICATION

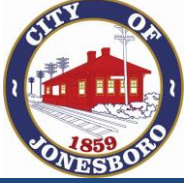
The City Manager and Mayor will determine if the reservation request is appropriate for the facility. **Reservations are not confirmed until all required documents, full payment of all fees and deposit have been received.** The City may cancel or deny the application of any person or group when it is determined by the City that the proposed use of the facility will not be in the best interest of the City. A copy of the approved permit will be provided to the applicant and notice of the event will be forwarded to the Police & Public Works Departments.

WEDDINGS / LARGE SPECIAL EVENTS

- Mandatory meeting with City Clerk prior to event & application approval.
- Reservation time increase to 10pm for clean-up only.
- Only one event scheduled per day within 9am – 9pm time frame, as opposed to two per day for normal reservations.

SECURITY

One (1), off-duty, City of Jonesboro Police Officer, when available, must be provided by the renter for every 100 persons. The Officer shall be compensated \$50 per hour. The name of the Officer(s) assigned, must be provided to the City Manager no later than seven (7) days prior to the event.



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APPLICATION FOR USE OF LEE STREET PARK

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- ✓ Please print legibly or type and fill out form completely.
- ✓ Submit application and pay all fees at least 30 days prior to use.
- ✓ Make payment by Credit Card, Cash or Cashier's Check payable to *City of Jonesboro*.
- ✓ If applicable, attach a copy of the Certificate of Liability naming the City as an additional Insured, Temporary Sales License, Liquor Liability Insurance, Food Handlers Permit.

Area(s) Requested

(Please Check)

Large Amphitheater _____
Small Amphitheater _____
Market Area _____
Pavilion _____

APPLICANT INFORMATION

Organization Name (If Applicable)	Person Responsible for Reservation	
Address:	Home Phone #:	Other Phone #:
City/Zip Code:	Email Address:	

RESERVATION INFORMATION

Day of Week (circle): M T W TH F S SU	REQUESTED DATE: _____
Reservation - START TIME: _____ AM/PM (including set-up)	END TIME: _____ AM/PM (Including clean-up)
Event Name: _____	Total Expected Attendance: _____
Contact Person on Day of Event: _____	Contact # on Day of Event: _____
Type of Activity: ☐ Birthday Party ☐ Company Picnic ☐ Concert ☐ Fundraiser ☐ Wedding ☐ Other _____	
This event will be: (check all that apply) ☐ Closed to the public/invited guest only ☐ Open to the public ☐ Generating Sales (i.e. admission fees, concessions, or entry fees)	
☐ Use of Electricity	
Please indicate any other special assistance from our Public Works Department you will need (ex. Extra garbage receptacles, etc.): _____ _____ _____	

Are there any entertainment features related to your event? ☐ No ☐ Yes*

* Number of Performers: _____ Performer Name(s) _____ Performance Type: _____

Will sound amplification be used? ☐ No ☐ Yes*

* Start Time: _____ End Time: _____ Describe Sound equipment used: _____

Will you be erecting and using any tents or other temporary equipment? ☐ No ☐ Yes*

*Describe Equipment used: _____

Will you request any street closures or alterations? ☐ No ☐ Yes* (Time of Closure or Alteration: _____AM/PM to _____AM/PM)

*Location/Affected Street: _____

Does your event involve the use of alcoholic beverages? ☐ No ☐ Yes*

*Please check all that apply: ☐ Free/Host Alcohol ☐ Alcohol Sales ☐ Host & Sales ☐ Beer ☐ Wine

Provide the name of the licensed bartender/caterer to serve the alcoholic beverages.

*Name of Caterer/Licensed Bartender: _____ Liquor License #: _____

If your event includes the use of alcohol on City Property, Host Liquor Liability Insurance of at least \$1,000,000 per occurrence is required. For alcohol sales, you must also obtain a City of Jonesboro Temporary Sales License and an approved City Alcohol Permit. To serve alcohol, you must also obtain an approved City Alcohol Permit.

Will Food and/or refreshments be served? ☐ No ☐ Yes*

*What type of food and/or refreshments will be served? _____

Will you be hiring a caterer to serve food? ☐ No ☐ Yes*

*Caterer Name: _____ Address: _____ Contact #: _____

Will food and/or refreshments be sold? ☐ No ☐ Yes*

*What type of food and/or refreshments will be sold? _____

Who will prepare the food being served? ☐ Caterer* ☐ Other: _____

*Does the caterer have a current Food Handlers Permit? ☐ No ☐ Yes

FOR OFFICE USE ONLY

A copy of the following supplement documents are required:

☐ Proof of Liability Insurance - Due Date: _____ Received On: _____

☐ Proof of Host Liquor Liability Insurance - Due Date: _____ Received On: _____

☐ City Approved Alcohol Permit - Due Date: _____ Received On: _____

☐ Jonesboro Temporary Sales License - Due Date: _____ Received On: _____

☐ Current Food Handlers Permit - Due Date: _____ Received On: _____

NOTE: All required documents must be submitted to the City at least 30 days prior to reservation date for the reservation to be confirmed.

FOR OFFICE USE ONLY

Fee Computation: *Office Use Only*

Refundable Deposit: \$ _____

Cleaning Fee: \$ _____

Security Fee: \$ _____

Amphitheatre: _____ hrs. @ \$ _____ per hour: \$ _____

Small Amph.: _____ hrs. @ \$ _____ per hour: \$ _____

Pavilion: _____ hrs. @ \$ _____ per hour: \$ _____

Market Area : _____ hrs. @ \$ _____ per hour: \$ _____

Other _____: \$ _____

Total Amount Due: \$ _____

Payment Information: *Office Use Only*

☐ Cash ☐ Check # _____ ☐ Visa ☐ M/C ☐ Discover

Cardholders Name: _____

Card Number: _____ Expires: _____

☐ Refundable Deposit paid on: _____

☐ Remaining amount of \$ _____ is due by: _____

☐ All Fees paid on: _____

I have evaluated the application and in accordance with the City of Jonesboro's policies, this application is:

☐ Approved for use

☐ Denied for Use

Comments/Notes: _____

Authorized by : _____ Title: _____ Date of Approval: _____

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STATEMENT OF USER RESPONSIBILITY

For Lee Street Park Rental

PARK USE

In consideration for the use of the City of Jonesboro Park Areas and Facilities, all users agree to the following:

1. The user assumes entire responsibility and liability for losses, damages and claims arising out injury or damage to the user's display, equipment and other property brought onto the premises of the City facility reserved and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
2. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
3. The user shall be responsible for the conduct of the participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
4. Amplified music or other amplified sound is not allowed to be played at a volume that causes a nuisance for the area. No sound shall be permissible after 10:30 pm.
5. The user shall conduct all activities on the premises in accordance with any applicable federal, state, or local laws, ordinances and rules, including all park regulations, and shall comply with the requirements stated in the “Lee Street Park Amphitheater Rental Packet.”
6. If approval is granted to the user to bring in any special portable devices (i.e., Bounce House) for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during the reservation time that the device is not the City's and the City is not responsible. However, if your event consists of more than 100 people, the authorized user shall submit a Certificate of Liability insurance in the amount of at least \$1,000,000 per occurrence, naming the City of Jonesboro as an additional insured, no later than 30 days prior to the event.
7. It is unlawful for any person to use fireworks, firecrackers, explosives of any kind in any park.
8. The park rules require that you promptly remove any dog waste deposited on public or private property.
9. The park rules require that all dogs be leashed and barking must not become a nuisance.
10. No motorized vehicles are allowed in the park except in areas approved for such use.
11. No person may move any City owned equipment and/or supplies without written permission from the Director of Public Works.

The undersigned hereby makes application to the City of Jonesboro for use of the facility described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the City of Jonesboro. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the City of Jonesboro harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Jonesboro for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the usage period. Applicant further agrees to pay any and all court costs, attorney fees and other fees related to the collection of damages for said facility including insufficient funds payment, stop payment or any other refusal to pay.

I have read, understand, and accept all procedures and regulations placed upon me for the rental of the listed rental location. I further acknowledge that I am 21 years of age or older and I understand that failure to comply with the established facility use guidelines (and within the established time frames), puts my meeting or event at risk of cancellation.

_____(Print Name) _____(Sign Name) _____(Date)

_____(Notary Public)