



Card _____

Wi-Fi PW: **Petunia7**

**If you do not have card,
you can enter using this
code _____**

**TOWN OF SHARPSBURG
RENTAL AGREEMENT
A & O BRIDGES COMMUNITY CENTER
105 MAIN STREET
SHARPSBURG, GA 30277**

Name (Group /Individual): _____

Responsible Party: _____

Telephone: Primary (_____) _____ Secondary (_____) _____

E-mail: ☐ Town Resident: ☐ YES ☐ NO

Address _____ Town _____ Zip _____

Event Name/Type: _____

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? ☐ Yes ☐ No _____ Will alcohol be served? ☐ Yes ☐ No _____
(Alcoholic beverages are permitted but require additional fees and deposits.)

Fee amount due: _____ Deposit amount due: _____

The request for a reservation at the facility must be made at least two (2) weeks prior to the requested date. The facility may be reserved up to twelve (12) months in advance. **No** reservation will be confirmed until this reservation agreement is completed, approved, and the rental fee payment is received. The individual or group whose name appears above has reserved this facility and is entitled to its use for the period indicated and is at least twenty-one years of age. The individual or group shall not occupy the facility until the time requested and is expected to relinquish the facility at the end of the reserved time.

Pages 2, 3 and 4 contain 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 Town 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 and abide by the cleaning checklist on page four (4) to receive a full refund of your deposit.

Signature of the responsible party: _____ Date signed: _____

I would like my deposit check to be HELD_____ /Initial Shredded_____ /Initial

I _____ received check # _____

on _____ . Signature _____

I have fully read and understand the Rental Agreement and the Rules and Regulations attached thereto. As the Renter, I acknowledge that I am solely responsible to the Town for any injury or damage that results from the failure of myself, or others present to adhere to the terms and conditions of the Rental Agreement and the Rules and Regulations, and I understand that non-compliance may lead to the forfeiture of the Security Deposit.

Further, by executing below I agree to indemnify and hold harmless the Town of Sharpsburg and its Town Council from any claims, including damages, judgement and/or attorney's fees, brought by the undersigned, an invitee or any third party resulting from injuries occurring within or about the building premises which are not solely caused by the intentional or wrongful conduct or grossly negligent conduct of the Town.

Printed Name of Renter

Signature of Renter

Date

SHARPSBURG PAVILLION AND GAZEBO RENTAL CHECKLIST

If the Pavilion/Gazebo is not clean or you see damage or graffiti when you arrive, please take pictures and email to: aobridgescc@sharpsburg-ga.gov *immediately*. **DO NOT WAIT TO SEND PICTURES. WE NEED THESE AS SOON AS YOU WALK IN (PRIOR TO YOUR RESERVATION) OR YOU COULD BE CHARGED FOR THE DAMAGE.**

_____ Clean and wipe all the tables.

_____ **Sweep** floors (bring your own)

_____ Make sure that the bins containing feminine hygiene disposal bags and free. are free of any trash and hygiene products.

_____ If there is any graffiti found in the Pavillion, Gazebo or in the parking lot you will forfeit your **ENTIRE** Deposit.

_____ **Remove all decorations, any glitter or confetti found in the pavillion, parking lot or Gazebo will be an automatic \$175.00 cleaning fee. This includes nails, command hooks or tape.**

_____ Empty trash & replace liners in **restrooms and outside trash bins**. The commercial dumpster is outside behind the exterior restrooms. Do not place trash on the ground or in any other containers.

_____ Turn off all lights and fans both in the Pavillion and Gazebo.

_____ When you put the keys back in the lock box, please mix up the numbers, so the code is not visible after you leave and close the lid. Reminder there is a

_____ Pick up all cigarette butts, cans, bottles, and trash out of the parking lot and grounds.

_____ When using the trash bins, you **MUST remove** them back and put **ALL garbage bags in the dumpster**.

_____ Close the dumpster lid and doors for the safety of children and any animals that may get trapped.

_____ The parking lot area must be litter free of any wrappers, cigarette butts, bottles, cans, pop tops or any decorations.

_____ Replace all garbage containers with 50-gal trash bags.

_____ Replace all bathroom trash receptacles with 13-gal bags.

By signing this form, I understand that my deposit will be held in full if these items are not completed upon leaving the facility.

Signature

Date

RENTAL RATES

Location	Number of Hours	Rental Amount	Additional Rate per Extra Hours	Deposit	Alcohol Used?	Full Kitchen
Community Center	6	\$ 250.00	\$ 50.00	\$250.00	No	Yes
Community Center	6	\$ 300.00	\$ 50.00	\$500.00	Yes	Yes
Community Center	All Day (10 a.m. to midnight)	\$ 600.00	\$ 50.00	\$250.00	No	Yes
Community Center	All Day (10 a.m. to midnight)	\$ 700.00	\$ 50.00	\$500.00	Yes	Yes
Staley Park	6	\$ 250.00	\$ 50.00	\$250.00	No	Yes
Staley Park	6	\$ 300.00	\$ 50.00	\$500.00	Yes	Yes
Staley Park	All Day (10 a.m. to midnight)	\$ 425.00	\$ 50.00	\$300.00	No	Yes
Staley Park	All Day (10 a.m. to midnight)	\$ 600.00	\$ 50.00	\$500.00	Yes	Yes
Community Center and Staley Park	6	\$ 450.00	\$ 50.00	\$250.00	No	Yes
Community Center and Staley Park	6	\$ 550.00	\$ 50.00	\$500.00	Yes	Yes
Community Center and Staley Park	All Day (10 a.m. to midnight)	\$ 850.00	\$ 50.00	\$300.00	No	Yes
Community Center and Staley Park	All Day (10 a.m. to midnight)	\$1,050.00	\$ 50.00	\$500.00	Yes	Yes

The deposit is 100% refundable and will be returned or destroyed if the facility is returned in like condition. Make checks payable to the Town of Sharpsburg. **There will be a \$30 fee for all bounced checks with insufficient funds.** Accepted credit cards are Discover, Visa, and MasterCard. **The cardholder agrees to pay a 3.99% convenience fee for using a credit card.** All rates are subject to change without notice.

By signing this form, I understand that my deposit will be held in full if the rented facilities are left trashed, uncleaned, or damaged.

SIGNATURE: _____ **DATE:** _____