



CENTER PARK AT CENTERVILLE PAVILION
USER AGREEMENT AND RULES
City of Centerville
300 East Church Street
Centerville, GA 31028
Phone: (478) 953-4734 Fax: (478) 953-4797

Are you looking for a place to hold your child's birthday party, a family reunion, or a corporate retreat? Check out the Center Park at Centerville Pavilion! This pavilion is completely covered and can provide seating for 100 guests. Additionally, there is a deep utility sink and prep countertop available, as well as two single stall restrooms. This venue would be perfect for your next large group gathering.

1. NO SMOKING, GRILLS, OR OTHER FIRES. This includes fireworks and pyrotechnics of any kind.
2. NO ALCOHOL.
3. No glitter, sequins, confetti, smoke, colored powders, or any other substance that would be left at the scene after your rental is allowed.
4. Rental applicants must be at least 21 years old.
5. Tables, chairs, and other items furnished by the City must be placed back in their original placement before leaving.
6. All garbage should be placed in trash receptacles.
7. No vehicles of any kind are allowed on the grass within the Center Park at Centerville area. All vehicles must be parked in designated parking areas.
8. Groups using the facilities are responsible for set up, break down, and cleaning during the time reserved.
9. Bounce houses, water slides, and dunking booths are not allowed to be used by renters in Center Park at Centerville.
10. Glass bottles are not allowed in Center Park at Centerville.
11. All activities must cease, and facility cleaned by dusk.
12. All facilities are available to the public on a first come, first serve basis as long as it does not interfere with City of Centerville Programming.
13. Individuals/groups may not rent the Center Park at Centerville pavilion more than once a quarter except for City sponsored or City sanctioned events.
14. If renters intend on charging for the event held in the Center Park at Centerville pavilion, then a Special Event Permit must also be completed.



15. Reservations will be taken no more than one year in advance.
16. All rentals must be booked at least 5 business days in advance. If a facility is booked within the 5 day window, then the rental price must be paid in full.
17. In order to secure a date, a rental agreement must be completed and submitted along with a 50% deposit. Rental dates will not be “penciled in”.
18. Remaining fees must be paid at least one week in advance from rental date.
19. Refunds: If a rental does not take place due to inclement weather or other city emergency and the event cannot be rescheduled within three (3) months from the original date, a refund may be given to the rental applicant. There will be no refund of the rental fee if the applicant fails to notify the city of an event cancellation less than seven (7) days prior to the date of the rental. Notices of rental cancellation must be made in writing and delivered to the Director not less than seven (7) days prior to the date of the rental.
20. There will be a \$30.00 service charge on all returned checks. Cash payment is required for service charge and returned checks.
21. The person signing the contract will be responsible for adhering to all rules and regulations. Any infraction or failure to comply with the rules will result in the withdrawal for all privileges regarding the Center Park at Centerville Picnic Pavilion and possible fines. Rental applicants that fail to follow stated rules will not be allowed to rental City of Centerville facilities for 12 months.
22. The rental applicant assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participating in any activity for which Center Park at Centerville is used.
23. If your event/activity in the pavilion will “*either affect the ordinary use of parks, public streets, rights-of-way, or sidewalks, or disrupt the flow of traffic on public streets or sidewalks [including but] not limited to, fairs, festivals, and road races including foot runs and bicycle runs*”, then you will have to complete and submit a Special Events Permit Application. Additionally, if the rental applicant expects that attendance will exceed 100 persons, then a Special Event Permits Application will have to be completed and submitted. The Special Events Permit Application that can be found at www.centervillega.org.





**CENTER PARK AT CENTERVILLE
PAVILION
PRICE SHEET**

- A 50% deposit of the total rental price is required at the time this agreement is submitted. The remaining fees are due 7 days before the rental date.
- 2-hour minimum
- 12-hour maximum
- Rental includes: seating for 100; access to kitchen sink and counter and two handicapped accessible bathrooms; picnic tables

	MONDAY-FRIDAY	SATURDAY
Hourly Pavilion Rate	\$30.00 per hour	\$45.00 per hour
Daily Pavilion Rate	\$300 per day (8am – 8pm)	\$500 per day (8am – 8pm)
Cleaning Fee	\$100.00	\$100.00

NO ALCOHOL BEVERAGES ALLOWED ON PREMISES

These prices are subject to change





CENTER PARK
AT CENTERVILLE
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PAVILION
USER AGREEMENT

_____ (individual or group name) shall enter into an agreement with the City of Centerville for the use of the Pavilion at Center Park at Centerville. A \$100.00 cleaning fee is required. After the Pavilion is inspected and if any problems are found, then an additional cleaning fee will be charged. A 50% deposit of the total rental price is required at the time this agreement is submitted. The remaining fees are due 7 days before the rental date.

All property in the Pavilion is the property of the City of Centerville. The City of Centerville will have the first say in all matters concerning use of the property.

We will use the Center Park Pavilion on the following date(s) and time(s):

Date: _____ Time: _____

Date: _____ Time: _____

This agreement is only for the dates and times listed above.

This agreement is entered into on _____
(Date)

Cleaning Fee \$100.00

Monday – Friday fee hrs @ \$30/hr = \$ _____

Saturday fee hrs @ \$45/hr = \$ _____

OR (Circle One)

Daily Pavilion Rental (Monday – Friday) \$300

Daily Pavilion Rental (Saturday) \$500

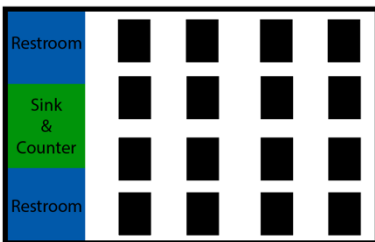
TOTAL DUE\$ _____

DEPOSIT DUE AT TIME OF SUBMITTED AGREEMENT 50% of TOTAL DUE = \$ _____

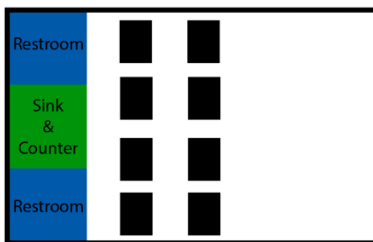
REMAINING BALANCE IS DUE BY _____

CIRCLE PICNIC TABLE LAYOUT OPTION

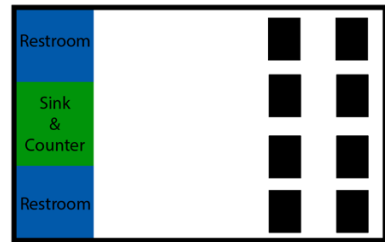
All Tables (16)



Inner Tables (8)



Outer Tables (8)



The City of Centerville is not responsible for any liabilities while the Pavilion is under lease. The City of Centerville and its staff shall not be responsible should any item of the renter's and/or their function be stolen or misplaced. Rental applicants/users of the Center Park at Centerville pavilion agree to indemnify and hold harmless the City of Centerville for any and all claims that may arise out of the use of the facility.

I acknowledge that I have received the CENTER PARK AT CENTERVILLE PAVILLION USER AGREEMENT RULES & PRICE SHEET: I understand that it is my responsibility to read and comply with this policy. I further understand that I should consult the *Economic Development* office regarding any questions raised by this policy and not answered by the User Agreement and Rules.

Lessee

Lessee Phone Number

City of Centerville Official


Date

Office Use Only

Fees Received: _____ Date: _____

Method of Payment: _____



 **CENTER PARK**
AT CENTERVILLE
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PAVILION
REFUND SHEET
** Office Use Only **

Refund Policy: If a rental does not take place due to inclement weather or other city emergency and the event cannot be rescheduled within three (3) months from the original date, a full refund may be given to the rental applicant. There will be no refund of the rental fee if the applicant fails to notify the city of an event cancellation less than seven (7) days prior to the date of the rental. Notices of rental cancellation must be made in writing and delivered to the Director not less than seven (7) days prior to the date of the rental.

Date of Scheduled Rental: _____

Reason for Cancellation: _____

Date Cancellation was made: _____

Was cancellation notice made in writing? YES NO

New rescheduled rental date/time: _____

Will a refund be issued? YES NO

If yes, how will refund be issued? _____

Date of Refund: _____ Refunded Amount: _____

Refund Method: _____ Refund made by: _____

