

# Talbot County Facility Rental Application

**ALL FACILITIES CLOSE AT 11 PM**

Facility \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Event \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_ Cell \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Issuing State \_\_\_\_\_ **(COPY OF DRIVER'S LICENSE OR ID IS REQUIRED)**

Organization/Group \_\_\_\_\_ Type of Activity \_\_\_\_\_

Number of persons expected \_\_\_\_\_

Will the parking area be utilized for anything other than parking? If yes, explain \_\_\_\_\_

What time will building need to be opened \_\_\_\_\_ AM/PM **(MUST BE COMPLETED)**

What time will activity begin? \_\_\_\_\_ AM/PM **(MUST BE COMPLETED)**

What time will activity end? \_\_\_\_\_ AM/PM **(MUST BE COMPLETED)**

The applicant (RESIDENT OR NON-RESIDENT) must agree to pay for each rental day and provide a refundable security deposit for each rental day at the time the facility is reserved.

**FEES: RESIDENT OF TALBOT - \$200 PER DAY / \$100 REFUNDABLE DEPOSIT TOTALING \$300  
NON-RESIDENT \$300 PER DAY/ \$100 REFUNDABLE DEPOSIT TOTALING \$400**

The deposit is required to cover loss or damage to the facility which may result from its use. A refund of the deposit is expressly contingent upon the condition of the facility following the event. Loss or damage to the facility shall include not only physical loss or damage to the facility itself but shall also encompass physical loss or damage to any of the improvements, fixtures, furniture and/or furnishings, equipment, or any other tangible items of real or personal property affixed to, or located in or about the facility, or upon the real property on which the facility is located. The deposit shall also cover any necessary cleaning, maintenance, or repairs which may be required as a result of the use of the facility for the specified event such that the facility may be returned to the same condition it was in prior to the event. If loss or damage occurs in excess of the deposit, the person or entity who executed the Rental Application (renting agent) shall be responsible for and pay for any such loss or damage. ***You must call our office to cancel reservations for a scheduled event. If you fail to show up for a scheduled event, you will forfeit your security deposit refund.***

***Any return of a deposit made under these Rules and Regulations shall be made within seven (7) business days of the event, provided inspection of the facility is satisfactory, and shall be made by check to the person or entity who executed the Rental Application.***

**I certify that I have received a copy of the rules and regulations for use of this facility and agree to be governed by the same. I understand that I am the renting agent and am responsible for its use under the said rules and regulations.**

Renter's Signature : \_\_\_\_\_

Date: \_\_\_\_\_

## Office Use Only

Payment Amount: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Date: \_\_\_\_\_

Application Reviewed by: \_\_\_\_\_

Refund Amount: \_\_\_\_\_

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

## RULES AND REGULATIONS

- Bookings will only be accepted within **three months** of the requested date.
- The Facility is for Talbot County Residents' enjoyment and is not to be used for any commercial events, where products are demonstrated and offered for sale. Approved uses include weddings, receptions, baby showers, retirement dinners/parties, birthday parties, and family gatherings.
- The renter must be at least 21 years of age.
- **The building must be vacated and closed by 11:00 P.M.**
- The County reserves the right to prohibit, rescind or change the use of facilities without notice, regardless of prior approval for use.
- Application for the use of any County recreation facility can be denied at the discretion of the County.
- County recreation facilities may not be used for any purpose prohibited by law. In addition, lewd and abusive language, threats, assault, vandalism, theft, and all other inappropriate actions will result in immediate removal from the premises and prosecution when appropriate.
- **No keys will be available; Therefore, the renter must plan with the park caretaker(s) when to have the facility open on the reserved date; This should be done no later than 3:00 p.m. the day prior to the reserved date.**
- Any prior preparation, decorating, etc. must be done on the day of the event.
- NO INFLATABLES OR BOUNCE HOUSES ALLOWED.
- NO ALCOHOLIC BEVERAGES AND/OR ILLEGAL SUBSTANCES ARE TO BE CONSUMED, DISPENSED OR BROUGHT INTO OR ONTO COUNTY RECREATION FACILITIES OR PROPERTIES.
- NO SMOKING INSIDE THE BUILDING.
- **Facilities must be left clean and orderly. All trash and/or materials used must be placed in the trash or removed from the premises. *ANY TRASH THAT WILL NOT FIT IN THE TRASH RECEPTACLES MUST BE REMOVED FROM THE PREMISES.***
- **IF TRASH IS LEFT ON THE PREMISES, THE SECURITY DEPOSIT WILL BE FORFEITED**
- Please lock all doors when leaving the facility.
- Noise must be kept to a minimum so as not to disturb the residents within the area.
- **No action that damages or defaces county property, including buildings, paved/concrete surfaces, or walls, or permanently alters the appearance or condition of the county property shall be allowed. The county will take the necessary appropriate action to recover the cost of repairs for damage to the county property.**
- The undersigned agrees to indemnify and hold harmless Talbot County, Junction City, and /or Geneva Park for any claims whether for personal or property damages arising from the use of facility.
- Application for facility use must be made in writing at the Talbot County Board of Commissioners Office, located at 545 Washington Ave. Georgia 31827, Monday – Friday 8:00 a.m. – 4:00 p.m.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_