



# FIELD RENTAL APPLICATION

## GENERAL TERMS

All events held on Chamblee Parks and Recreation Department (CPRD) property or facilities remain under control of CPRD, with CPRD having the final word in decisions about whether the event should be held or continued in times of inclement weather, civil disturbance or other conditions deemed unacceptable by the staff of CPRD.

This Contract/Agreement must be returned and be in the possession of CPRD Administrative Staff along with any fees (see financial terms for refund information) or this contract is null and void.

Group /Person Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: Primary ( ) \_\_\_\_\_ Secondary ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Contact (name and phone): \_\_\_\_\_

Type of Event/Activity/Tournament: \_\_\_\_\_

Event Description: \_\_\_\_\_

Expected Attendance- Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_  
(additional Security may be required based on attendance)

Date of Reservation: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ (Include time for set-up and clean-up)

Fields Desired: (Circle) Softball Field Tee Ball Field Soccer Field Event Lawn

### For Official Use Only

Rental Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Total Hours of Rental: \_\_\_\_\_ Rate (circle one): R NR NP Total Rental Cost: \_\_\_\_\_

Payment Information (circle one): Cash Check (# \_\_\_\_\_) Credit Card Other ( \_\_\_\_\_)

Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

### Receipt Information:

Receipt # for Rental: \_\_\_\_\_ Deposit Check #: \_\_\_\_\_ Deposit return preference: Mail Destroy

### Guidelines:

- Alcoholic Beverages and/or illegal substances are prohibited on CPRD property. Appropriate Law Enforcement agencies will be notified when violations occur and appropriate action will be taken.
- **All bookings/rentals must be made two weeks in advance and paid for at that time.** Repeat or multiple bookings must be approved by CPRD.
- CPRD reserves the right to require supervision and security be paid by the facility rentor.
- Specific prior permission is required for decorations or alterations to fixtures, walls, etc. or posting of signs.
- No grills or cookers are allowed indoors or on playing surfaces, fields/courts.
- Renters are responsible for proper cleanup of equipment and surrounding area. Amplifiers or devices that produce loud noises are subject to CPRD prior approval.
- The recreation department assumes no responsibility for injuries or problems associated with the event/rental.
- Renters are required to help control litter and to clean facility after tournament/ field usage.

This agreement is not intended to be all inclusive. All laws, ordinances, and other guidelines/rules of the City of Chamblee must be adhered to. Failure to comply will result in cancellation of event with all fees and refunds forfeited. The sponsoring organization/individual is liable and responsible for any and all bills/damages resulting from said event.

CPRD reserves the right to cancel any event at any time a group or individuals violate the policies of CPRD or the City of Chamblee. **Please note: No refunds will be given if agreement is violated/breached by user/group.**

### **Acceptance of Rental Agreement:**

The Organization agrees to indemnify and save CPRD, City of Chamblee and any of its agencies, subdivisions, officials, employees and agents, harmless on account of any and all claims for damages to persons or property which arise from any activity related to the special event held by the Organization or occurring at any park or facility provided to the Organization under this agreement, due in whole or in part to the negligence of the Organization, its agents, customers, employees, event participants or any other person attending the special event or located on the facilities or parks provided to the Organization with the express or implied permission of the Organization. The Organization agrees to reimburse CPRD, the City of Chamblee and any of its agencies and subdivisions for any and all losses incurred by them, including attorney's fees, expenses and court costs which arise from activities related to the special event or occur on the facilities and parks provided to the Organization. The Organization further agrees to purchase comprehensive liability insurance on the parks and facilities provided to the Organization as required. The Director has discretion in determining when insurance is required. The insurance would cover the parks and facilities as stated above and on any loss which may arise from activities related to the special event in the following minimum amounts: \$1,000,000.00 property damage; \$1,000,000.00 bodily injury to any one individual and \$2,000,000.00 bodily injury for any one occurrence, and to furnish CPRD at all times with proof that such insurance is in force and the premiums therefor fully paid. Such policy shall name CPRD and the City of Chamblee as additional insureds or shall specifically insure the Organization's obligations under this item of this agreement.

I hereby agree to rent the aforementioned facility subject to the rules and regulations of the City of Chamblee Recreation Department which states that the person(s)/organization desiring the use of said facility will be responsible for all damages to building and/or property.

**I HAVE READ AND HEREBY AGREE TO ABIDE BY ALL ITEMS/TERMS LISTED IN THE RENTAL POLICY AND CHAMBLEE PARKS AND RECREATION DEPARTMENT PROCEDURES AS WRITTEN.**

SIGNATURE OF USER/TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**Fees and Charges: (Two hour minimum charge for all fields)**

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**Softball field: \$80 per hour, unprepared field, no lights.**

- City of Chamblee residents rate is \$60 per hour
- Non profit group rate is \$70 per hour

**\$20 per hour charge for use of lights.**

**\$40 flat charge for prepared field (foul lines chalked/painted, infield dragged)**

**Tee Ball field: \$50 per hour, unprepared field, no lights.**

- City of Chamblee residents rate is \$40 per hour
- Non profit group rate is \$45 per hour

**\$40 flat charge for prepared field (foul lines chalked/painted, infield dragged)**

**Soccer field: \$80 per hour, unprepared field, no lights.**

- City of Chamblee residents rate is \$60 per hour
- Non profit group rate is \$70 per hour

**\$20 per hour charge for use of lights.**

**\$40 flat charge for prepared field (boundary lines painted)**

**Event Lawn: \$80 per hour**

- City of Chamblee residents rate is \$60 per hour
- Non profit group rate is \$70 per hour

**\$20 per hour charge for use of electricity.**

**Make checks payable to Chamblee Parks & Recreation.**

**Credit cards accepted include Discover, Visa and MasterCard.**

**\$30 fee for all returned checks**

**Rates subject to change without notice**

A security deposit of \$150 is due with this contract to secure the rental of fields and will be returned after the rental. **FEES MUST BE PAID IN FULL TWO WEEKS PRIOR TO EVENT.** If fees are not paid by this deadline, we reserve the right to cancel your reservation.