

The City of Dahlongega

Hancock Park Pavilion Rental Policies

This rental includes the use of the Hancock Park Pavilion, restrooms, storage closet and a reasonable distance around the pavilion. This distance has been determined to be 20 feet.

Rental Fees

The rental fee and deposit are due when the application is submitted. Proof of insurance coverage may be required for some types of events. Application review can be expected within 30 days.

Base fee for 1-5 hours			
*Small private functions such as parties are not subject to a damage deposit. However, repairs for any damage to the site as determined by City staff will be the responsibility of the renter. All rental fees require for events open to the general public to pay an additional \$100 refundable deposit.			
Monday-Thursday		Friday-Sunday	
City Property Owner	Other	City Property Owner	Other
\$75	\$125	\$100	\$175
0			
Non-Profit Organizations * - City Property Owner	Non-Profit Organizations* - Other	Non-Profit Organizations* - City Property Owner	Non-Profit Organizations* - Other
\$40	\$65	\$50	\$90

***Non-profit organizations (must provide IRS-issued proof of status)**

Events taking place over multiple, consecutive days and rentals 6 hours or more:

Base fees for 6 or more hours			
*All rental fees require an additional \$100 refundable deposit *The fee listed below is per day.			
Monday-Thursday		Friday-Sunday	
City Property Owner	Other	City Property Owner	Other
\$115	\$200	\$150	\$265
Non-Profit Organizations * - City Property Owner	Non-Profit Organizations* - Other	Non-Profit Organizations* - City Property Owner	Non-Profit Organizations* - Other
\$60	\$100	\$75	\$135

***Non-profit organizations (must provide IRS-sued proof of status)**

ALCOHOL AT SPECIAL EVENTS:

- A completed Special Events Alcohol Application must be submitted with the rest of the special event application packet if the event coordinator wants to sell alcohol at their event. City staff will review and place the request on an upcoming Council agenda for their consideration.
- Completed Special Events Alcohol Applications must be turned in to the DDA staff no later than 60 days prior to the event in order to provide adequate time for Council consideration.
- Upon receipt of Council approval, the event coordinator must apply for both a local and state license for the event and provide proof of both to the DDA staff for inclusion in their event packet. Fees apply for both permits.
- Applicants must comply with all the stipulations outlined in the City of Dahlongega Request for Temporary Special Event Alcohol License.

PRE-AND POST-EVENT MEETINGS:

- A representative from the Sheriff’s office, the City Marshal’s office, the Fire Department, the City of Dahlongega, Chamber of Commerce and the group sponsoring the event will be invited to meet at City Hall at least one month prior to the event. All

public safety considerations will be discussed at this meeting. In the event alcohol is to be sold at the event, the City Clerk will also be present at the Pre-Event Meeting.

- After the event takes place, the same representatives will come together for a Post-Event meeting to discuss its outcome and how the event could be improved upon in the future. Staff will also go over any additional fees that the event coordinator may have incurred during the event and determine how much of the damage deposit will be returned.

PUBLIC SAFETY AND SECURITY:

- Special event producers may be required to hire off duty officers or certified flaggers for public safety duties and traffic control. It is the event producer's responsibility to make all arrangements and pay any fees.
- Booths that back up to sidewalks must have at least three feet of space between each booth. This is to allow pedestrians to walk from road to sidewalk easily in case of emergency.

MEDICAL:

- For all multi-day events, medical personnel will be required to be on site. Medical supplies are the responsibility of the event producer.

INSURANCE:

- Prior to issuance of a permit the city may require liability insurance, property damage insurance, and a hold harmless agreement indemnifying the city for any personal injury or property damage arising from the event. Insurance must be submitted 15 days prior to the event.

PARKING:

- The event producer is required to advertise overflow downtown parking locations on the event website/social media pages. These locations are 68 North Park Street and the University of North Georgia parking deck (access on South Chestatee Street and West Main Street). A map of these locations will be provided to the event producer by City staff.
- The City of Dahlonega will provide signage directing traffic to the University of North Georgia decks with daytime and nighttime visibility.

RESERVATION/APPLICATION PROCESS:

- Applications must be made in person at City Hall. Reservations cannot be processed by telephone.
- The applicant must be age 21 or above.
- All applicants must present proof of residence with photo identification at the time application is submitted.
- The rental fee and deposit are due when the application is submitted. Application review can be expected within 30 days. After review, the applicant will be advised of any additional fees which may be required (For example, security, damage, sanitation, solid waste, and public safety based upon the size and type of event and based upon review and recommendation by the Special Events Committee).
- All renters must complete and sign the rental agreement.
- Reservations may be made up to one year in advance.
- Reservations are taken between the hours of 8:30 a.m. and 4:30 p.m. Monday-Friday at City Hall.
- Reservations are not transferable.
- At the discretion of the DDA Director, a Pre-Event Meeting may be required prior to the event.

DEPOSIT, CANCELLATIONS, REFUNDS:

- The deposit is to be paid when the rental application is submitted.
- The deposit refund will be mailed to the organization or individual within fourteen (14) business days after the rental, providing that the renter and staff closing walk through is completed, that no damages occurred, and that the facility was left clean.
- The renter must return the rental permit upon cancellation in order to begin processing any refund.
- Refunds will not be issued due to inclement weather or failure on the part of the renter to use the facility on the date reserved.
- Refunds will only be issued for cancellations made thirty (30) days or more prior to the rental date, minus a \$25.00 service charge. The service charge is waived for non-profit organizations. Cancellations made after less than thirty days prior to the event will result in forfeiture of the deposit or the rental fee, whichever is less.

RENTER'S RESPONSIBILITIES:

- Prior to the start of the rental, it is the renter's responsibility to perform a walk-through of the facility with the staff member to identify any prior damages, irregularities, etc. (Failure to perform the walk-through forfeits the renter's case against and

damages or irregularities found after the rental.) Following the rental, the renter must also perform the walk-through with staff to conclude that no damages occurred and that the facility was left clean. Renters are responsible for picking up and dropping off pavilion keys at City Hall.

- The renter is entitled to use the facility for the time specified in the reservation. Time spent in set up and clean-up of the facility is considered part of the rental. Renters will be charged accordingly for any overage. All renters must be out of the park by 10:00 p.m.
- The Dahlonge Farmers Market occupies the park May – October on Saturdays (7:30-1:30pm) and Tuesdays (1:30-6:30pm). If the applicant would like to use the park during these times and would like the Farmers Market relocated within the park, s/he must note this at time of application. At least two weeks’ prior notice must be given to relocate the Farmers Market. If not noted two weeks in advance, the Farmers Market will NOT be moved.
- The pavilion floor should be swept and cleaned if the rental involves food consumption.
- All visible trash must be picked up, bagged, and deposited into trash receptacles or carried away from the site to an appropriate trash receptacle. The first trash receptacles for use are the two rolling trash cans located outside of the pavilion. If these are full, the dumpster located in Hancock Park may be used. Trash must be placed inside the dumpster.
- Restrooms must be cleaned and free of trash.
- Renters are responsible for facility damages and will pay for any necessary repairs.
- Renters must abide by the laws of the State of Georgia and the Ordinances of the City of Dahlonge. Failure to comply with these may result in the rental agreement being voided immediately and the renter being required to leave the premises.
- The rental permit holder must be present on site with the permit during the entire rental period, including set up and clean up.
- Renters must obtain other necessary permits from fire, police, and health department if applicable.

PROHIBITED ITEMS:

- No grills or cooking allowed. This includes pull-behind grills and grills in truck beds. Food must be brought in.
- No decorations using tape, thumb tacks, nails, screws (table decorations and free-standing signs are allowed during the rental period)
- No alcohol without appropriate city and state permits, tobacco products, drugs, or illegal substances are allowed in the park.
- No vehicles are allowed in the park
- Any music must meet Noise Ordinance regulations:
https://library.municode.com/ga/dahlonge/codes/code_of_ordinances?nodeId=PTIICOOR_CH22OFMIPR_ARTIINGE_S2_2-5NOPO (hard copies available).
- No other areas of the park can be roped off limiting access for public use
- No firearms
- No unleashed pets. Owners must clean up pet waste. Upkeep of pet clean up area is not included in the rental agreement. If applicants want this station serviced prior to their rental a request must be made at time of application.
- No games or activities that could damage the lawns
- No glass containers

RESERVATIONS DENIED, PERMITS TERMINATED:

A request for reservations may be denied for cause, including, but not limited to, the following:

- a. Failure to abide by city park rules and regulations, state laws, or city ordinances on a previous occasion
- b. Issuance by the renter to the city of a check for insufficient funds (may be corrected by the applicant within three business days or the reservation is cancelled)
- c. If the rental is deemed not to be in the best interest of the city.

A reservation permit may be revoked or terminated if:

- a. Information submitted on the permit application is discovered to be false
- b. The renter violates a policy, rule or regulation as set forth in the permitting process
- c. The renter transfers or attempts to transfer the privileges contained in the permit to another party
- d. The city manager deems it to be in the best interest of the city.

I have read and understand the above listed rules and policies and agree to abide by them.

SIGNATURE OF APPLICANT REQUIRED: _____

PRINT NAME: _____ **DATE:** _____

**The City of Dahlonega
Hancock Park Pavilion Rental Application**

Applicant's Information: (please print legibly)

Name of Applicant: _____

Applicant's Phone Number: _____ **Cell #** _____

Applicant's Email Address: _____

Applicant's Mailing Address: _____

Event information:

Estimated Number of People Attending: _____

Event Description: _____

Organization Sponsoring the Event: _____

Event Date: _____

Event Time (start and stop time – including set up and break down): _____

***If your event will take place while the Dahlonega Farmers Market is open two weeks' notice must be given to move or close the market.**

Is this event open to the general public? YES NO

Is this the first time for this event? YES NO

Do you propose to use pop-up tents? YES NO What size tents? (All tents larger than 10X10 must be approved by City Council)

Will loudspeakers/sound amplification be used? YES NO

Will there be retail vendors selling goods? YES NO

Will there be food vendors selling goods? YES NO *If yes, additional sanitation services may be required by City staff.

***Please note there is no cooking allowed in Hancock Park.**

Will there be alcohol sold at this event? YES NO *If yes, please complete a Special Events Alcohol Application (available on the City Website under City Applications & Forms) and submit it to the DDA Office with this packet.

How do you plan to publicize this event? Include information on off-street parking options in your marketing efforts and your attendee databases. Parking information available from the Main Street Office. Include website & social media pages so they can be incorporated into City of Dahlonega marketing efforts. _____

Is a parade or 5K run included in your event? YES NO *If yes, please complete the City of Dahlonega Parade and 5K

Permit Application and contact staff@dahlongadda.org or call 706-482-2726. Separate fees may apply. If route includes a State Route, coordination with GDOT is required.

Will there be road closures? YES NO *If yes, please provide a map showing all proposed closures and detour routes. Events closing roads will be required to work with law enforcement for pedestrian and traffic control. Additional fees may apply.

What times will roads be closed and reopened? _____

Staff Use Only:

Permit Application Received: _____ Permit Reviewed By: _____

Application Recommended for: Approval Denial Council Review

Pre-Event Meeting Scheduled: _____

Post-Event Meeting Scheduled: _____

Fee Paid: _____ Method: _____ Date: _____

Deposit Paid: _____ Method: _____ Date: _____

Deposit Refunded: YES NO Reason, if No: _____

Date Refund Check Processed: _____

SERVICES TO BE PROVIDED			
	ARRANGEMENT TERMS		
REQUIRED SIGNATURES	EVENT PLANNERS	PRINTED NAME	PRINTED NAME
		SIGNATURE	SIGNATURE
		DATE	DATE