



FACILITY RENTAL POLICY

Town Green

(Revised May 1st, 2023)

	Seating Capacity	Rental Fee	Security Deposit
Town Green	Outdoor Venue	\$1,500	\$750
<i>A 10% discount is available to registered 501(c)3 non-profits. Four portable toilets are available for rent at \$75 apiece</i>			

Payment: Acceptable forms of payment are Cash ONLY. The Rental fee and application fee should be submitted together. The Security Deposit will be refunded after the event, as long as all the rules and regulations are followed.

Rules and Regulations

- All rentals are for the day of the event only. Access to the rental facility before or after the date of your event is not allowed.
- Renters must clean up, remove decorations and place trash in outdoor containers. The rental facility must be cleaned and vacated by midnight on the day of the event.
- Alterations to Town Green, including the attachment or installation of decorations and displays, are prohibited unless written permission has been received from the City. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor. The City withholds the right to regulate placement and method of placement of items or structures in any City facility.
- Any tents placed in or around the Town Green must be secured with a weight system and shall not be secured with stakes or any other means that would require installation into asphalt or grass.
- Portable restrooms will be required for any outside event where alcohol is served. Portable restroom placement must have approval of the Events Manager and must be on hard surface. Any portable unit brought onto the Town Green MUST be removed by noon on the first business day after the event or the Security Deposit may be forfeited.
- Specific requirements for the use of electricity at the Town Green must be submitted with the application. Electricity is not available without permission from the City. For projects that utilize large amounts of electricity, the City withholds the right to require additional payment for electricity used at event based on electric meter readings taken prior to and following each event.
- For all events at the Town Green of 4 hours duration or more, medical personnel will be required to be on site. EMT, RN, LPN, or paramedics may serve for events less than 300 people. RN, LPN or paramedics must serve for events larger than 300 people. Medical supplies are the responsibility of the event organizer.

Rules and Regulations (continued)

- Beer and wine are allowed with the approval of the City Manager but may not be served in glass bottles. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the event organizer.
- Prior approval is required for any event that will include the sale of food, goods or services. Any event that **requires** a fee to be paid by a patron to enter or participate in the event will be considered a ticketed event. For all ticketed events, a Ticket Event Fee shall be paid to the City of Loganville for each ticket sold. Said fees shall be 10% of the gross amount of ticket sales exclusive of any applicable taxes.
- All amplified sound must conclude by 11 p.m. This will be strictly enforced.
- The applicant is prohibited from assigning any rights under this agreement or use of the premises to any other party.
- All applicants must adhere to all City ordinances as well as the facility rules and regulations. Violation of any of these will result in loss of a portion or all of the security deposit.
- A refund will only be granted if notice has been given to the Events Director within **30 Days** of the event. A \$25 application fee will automatically be deducted from the amount returned.

Hold Harmless

The Applicant agrees to, and will at all times, indemnify, save, and hold harmless the City of Loganville, its officers, agents, and employees from all liability, claims, demands and cost of every kind and nature, including attorney's fees at trial or appellate levels and all court costs arising out of injury to, or death of persons, and damage to any and all property including loss of use therefore, resulting from or in manner arising out of or in connections with activities or use of the facilities that are mentioned previously. The Applicant will, upon request of the City of Loganville, defend and satisfy any and all suits arising from its use of these premises.

The Renter acknowledges and agrees that the Renter is encouraged to examine and inspect the City Rental Facility to assess their condition, suitability and fitness for the Renter's permitted use. The Renter will be held responsible for any damage not reported to the City prior to the start time of their event.

Insurance Agreement

Liability insurance may be required based on the nature of the activity. If required by the City, the applicant will, at his or her own expense, keep on force during the term of this agreement, insurance from a licensed insurance company. Required certificate of insurance will include: Comprehensive Liability Insurance with a minimum limit of \$1,000,000 per \$1,000,000 per occurrence combined single limit to include premises, personal injury, and operations. The City of Loganville Must be listed as additional insured Party. If required, the Certificate of Insurance must be submitted no later than 10 calendar days prior to requested event date.

I have read this contract in its entirety — including the rules governing use of the City of Loganville Event Facilities — and agree to the terms, date, time, facility and fees of this agreement.

Please Print Name of Applicant

Signature of Applicant

Date



CITY OF LOGANVILLE

Application for Facility Rental

Complete the following application, provide event layout, and return to Events Manager, P.O. Box 39, Loganville, GA 30052. No application will be considered without payment of the Rental Fee and Application Fee. Additional requirements will be distributed with event approval. Incomplete applications will be returned. Submission of application does NOT constitute acceptance. You will be notified if your event has been approved in a timely manner upon receipt of an application and no later than two weeks before the date of the event when possible. For more information, call 770-466-1165.

Application for which location:

Town Green _____

Type of Event:

First Choice Event Date: _____ Second choice date: _____ Third Choice: _____

Name _____

Address _____

Phone # _____ Email _____

Actual Start Time of Event _____ A.M. or P.M.

Actual End Time of Event _____ A.M. or P.M.

*These times are used to estimate city services and should be accurate at application submittal. Changes to these times will require approval from the City Event Coordinator. **ALL EVENTS MUST END AT MIDNIGHT.***

Will the city be providing portable toilets for your event (extra fee required) Yes _____ No _____

Will food, goods, or services be sold? (Prior approval is required) Yes _____ No _____

Do you intend to serve beer / wine? Yes _____ No _____

Estimated Number of Attendees _____ Estimated Number of Vehicles _____