

# **Rental Agreement for Eatonton City Center**

## **Fee Structure**

- Private Event - \$75
- Clean-Up Deposit - \$100
- Community Festival - \$150 per day
- Stage usage deposit - \$150

Fees may also be assessed for additional city services, such as, but not limited to, clean-up, maintenance, streets and traffic.

The clean-up or stage deposit will be returned if the area is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

## **Time Limits.**

Use of the event area cannot commence prior to 8:00am on any day and must end by 11:00pm at night.

# Eatonton City Center

## Application for use of Event space

Primary Applicant: [Click here to enter text.](#)

Co-Applicant: [Click here to enter text.](#)

Day Phone: [Click here to enter text.](#)

Night Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Current address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

ZIP Code: [Click here to enter text.](#)

Event Title: [Click here to enter text.](#)

Type of Event: [Click here to enter text.](#)

No of people attending\*:

DATE(S): [Click here to enter](#)

TIME(S): [Click here to enter text.](#)

Alcohol Served: Yes  No

USE of STAGE if any:

LIST ANY EQUIPMENT YOU WILL BRING:

DESCRIBE ANY FOOD OR DRINK YOU WILL HAVE:

Comments or Special Requests( if you rope off any area of the lawn please describe size needed)  
: \* if you have more than 50 people, you must supply an onsite portable toilet; one toilet per 200 people is required.

Basic Area Rental: [Click here to enter text.](#)

TOTAL FEES: [Click here to enter text.](#)

Less Deposit: [Click here to enter text.](#)

Date Due: [Click here to enter a date.](#)

Balance Due: [Click here to enter text.](#)

Date Due: [Click here to enter a date.](#)

I, the undersigned, agree to all policies outlined in the attached "Policies and Guidelines" and will be held responsible for adhering to them.

Signature of applicant:

Date:

Signature of co-applicant:

Date:

Make Check(s) payable to Eatonton City Center and mail with application to:

**City Center Reservations**  
**P.O. Box 4384 Eatonton, GA 31024**

For questions or more information, please call (706) 749-9150.

**INDEMNITY AGREEMENT**

Agreement made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, in the County of Putnam, State of Georgia.

The parties to this Agreement are \_\_\_\_\_ of \_\_\_\_\_ [address], County of \_\_\_\_\_, State of Georgia, (called "**Indemnitor**"), and the City of Eatonton, acting by and through its Mayor and Council, its employees, agents and representatives including but not limited to the Eatonton Downtown Development Authority, their directors, members, employees, agents and representatives, (called "**Indemnitee**").

In consideration of the use of the Eatonton City Center Event area, Indemnitor agrees to indemnify the Indemnitee from and against all liability or loss that Indemnitee may sustain as a result of claims, demands, costs, or judgments arising from use of the City Center facilities for

\_\_\_\_\_ on \_\_\_\_\_ (date).

Indemnitor hereby agrees to hold harmless Indemnitee from any loss or damage and hereby binds itself to protect Indemnitee from liability to, or the claim of, a third party.

Both parties to this Agreement hereby acknowledge that this Agreement acts as a pre-tort relationship between the parties and that this Agreement is an original rather than a collateral undertaking.

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this Agreement, or for purposes of enforcing this Agreement, for Indemnitee to incur any expenses, or become obligated to pay any attorney's fees or Court costs, Indemnitor agrees to reimburse Indemnitee for such expenses, attorney's fees, or costs within a reasonable time, in no event to exceed thirty (30) days after receiving written notice from Indemnitee of the incurring of such expenses, attorney's fees, or costs.

\_\_\_\_\_  
Indemnitor

\_\_\_\_\_  
The City Center, Indemnitee

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

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

## THE CITY CENTER EVENT AREA RENTAL POLICIES

**Please Read VERY Carefully**

1. No animals, with the exception of medical service animals, are allowed in the area.
2. No disorderly conduct will be tolerated. Noise must be at a level lower than the city noise ordinance.
4. No weapons or illegal substances permitted.
5. No indecent attire is allowed.
6. Cancellations due to inclement weather will not result in a refund
7. A \$100 deposit for cleanup and \$150 deposit for stage area is due upon booking and execution of an Event Application. This deposit plus fee is due 30 days prior to the event. A 50% cancellation fee will apply if an event is cancelled less than one week prior to the event. Security Deposit will be refunded upon fulfillment of all obligations contained herein. User's signature below indicates user knowledge and understanding of said policies, willingness to adhere to them, and willingness to give up Security Deposit or pay damages as outlined in these policies.
8. Any goods/items sold in the area must be approved in advance of sales by EDDA.
9. The renter must set up and take down any and all equipment, tables, chairs, booths, displays, within 12 hours of end of event. If any items, such as special displays are required to be left longer than this, permission must be obtained from EDDA. Confetti or glitter is not allowed. No pyrotechnics of any kind allowed inside or within 25 feet of the building. No open fires or grills are allowed except as part of a licensed food operation with all necessary licenses and permits.
10. Youth groups must be chaperoned with a minimum of 1 adult per 10 youth age 20 and under.
11. All laws and ordinances must be obeyed by user. Failure to obey laws and ordinances may result in forfeiture of monies paid and/or use of facilities.
12. Selling and consumption of alcohol is prohibited unless allowed by local and/state ordinance
13. A non-discriminatory policy applies to uses of the building with the exception of un-chaperoned juveniles.

14. Any exceptions to the above are permitted only with the prior written approval from the EDDA. Failure to comply with any part of this contract may result in loss of deposit and use of facilities. Damages to any part of grass area or stage may result in loss of monies paid and/or further payment by user for repairs or replacement as determined by the EDDA Board of Directors or its representative.

**Authorized Signature of Lessee**

.....  
\_\_\_\_\_

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

**Downtown Development Authority Representative**

.....  
\_\_\_\_\_

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