



Where Georgia comes together.

## Heritage Oaks Park Rental Agreement

Located at: 2021 Sam Nunn Boulevard

P.O. Box 2030 Perry, Georgia 31069

(Phone) 478-988-2870 (Fax) 478-988-2799

Rental Date: \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Organization's Name (If Applicable):		Person Responsible for Reservation:	
Address:	City:	State:	Zip:
Email:		Phone:	

TIER I- SMALL EVENT (1-150 PERSONS) \$100/hr + Support Staff Costs \$ \_\_\_\_\_

TIER II – MEDIUM EVENT (151-300 PERSONS) \$100/hr + Support Staff Costs \$ \_\_\_\_\_

TIER III – LARGE EVENT (301-400 PERSONS) \$100/hr +Support Staff Costs \$ \_\_\_\_\_

ROLL-OFF DUMPSTER (REQUIRED FOR EVENTS WITH FOOD VENDOR) \$250.00

**EVENT DEPOSIT: \$500.00**

### TIERED EVENT OPERATIONS & PUBLIC SAFETY REQUIREMENTS

All renters must disclose anticipated attendance and estimated vehicle count at the time of application. The City reserves the right to adjust staffing requirements based on updated or observed attendance.

Support staff costs will be determined at the time of the event rental, based on scheduling needs.

**ABSOLUTE MAXIMUMS - Events exceeding these limits are not permitted.**

**Maximum Attendance: 400 persons**

**Maximum Vehicles on Grounds: 300 cars**

#### TIER I – SMALL EVENT

Attendance: 1–150 persons  
Vehicles: Fewer than 100 cars

Requirements:

- 1 Officer required per 75 attendees.
- If alcohol is served: 1 officer per 50 attendees.
- Public Works: 2 staff
  - 1 Parking/Event oversight
  - 1 Trash/Litter control

Estimated Staffing Cost (Example – 4 Hour Event)

Public Works Staffing includes 1 hour before and 2 hours after event (6 total hours).

Police cost calculated based on officer assignment.

## **TIER II – MEDIUM EVENT**

Attendance: 151–300 persons  
Vehicles: 100–200 cars

### Requirements:

- Police required:
  - No alcohol: 1 officer per 75 attendees
  - If alcohol is served: 1 officer per 50 attendees
- Organized parking plan required and subject to City approval.
- Parking attendants required.
- Public Works: 3 staff
  - 2 Parking/Event oversight
  - 1 Trash/Litter control

Public Works Staffing includes 1 hour before and 2 hours after event (6 total hours).

Police cost calculated based on officer assignment.

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## **TIER III – LARGE EVENT**

Attendance: 301–400 persons (Maximum)  
Vehicles: 200–300 cars (Maximum)

### Requirements:

- Police required:
  - No alcohol: 1 officer per 75 attendees
  - If alcohol is served: 1 officer per 50 attendees
- Organized parking plan required and subject to City approval.
- Parking attendants required.
- Emergency access lanes must be maintained from roadway to:
  - Stage/event area
  - Grass/overflow parking areas
- Public Works: 4 staff
  - 2 Parking/Event oversight
  - 1 Swing/Support
  - 1 Trash/Litter control

Public Works Staffing includes 1 hour before and 2 hours after event (6 total hours).

Police cost calculated based on officer assignment.

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## **PARKING & EMERGENCY ACCESS**

Parking is permitted only in approved paved or pre-approved overflow areas.  
Events anticipating more than 100 vehicles must provide designated parking attendants.  
A continuous emergency access lane must be maintained at all times.  
Failure to maintain emergency access may result in immediate event termination.

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## NON-COMPLIANCE

Failure to accurately disclose attendance or vehicle estimates, failure to maintain required staffing, or violation of maximum limits may result in:

- Immediate event shutdown
  - Forfeiture of deposit
- Denial of future rental privileges

This rental agreement should be completed by the individual/organization accepting full responsibility for the rental requirements herein. **The rental fees are due two (2) weeks prior to use. Failure to pay the rental fees in full two (2) weeks prior to the rental date will result in your reservation being cancelled and the reserved date being released. The event deposit is required at the time of application.**

Heritage Oaks Park (hereinafter “Park” or “facilities”) is subject to future improvements by the City of Perry (hereinafter “City”). Once improvements to the Park are scheduled, the City will notify the effected rentals of the cancellation at a minimum of thirty (30) days in advance and a refund will be issued for all monies paid. The City also reserves the right to cancel reservations for city business with reasonable notice to the renter.

The undersigned hereby makes application to the City for use of the Park indicated above and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City. The applicant/organization agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, for all alleged damage or injury arising out of the subject matter of this application; provided, however, that such provision shall not apply to the extent that damage or injury results from the gross negligence of the City or its officers, agents, or employees. The applicant further agrees to reimburse the City for any damages arising from the applicant’s use of said facilities and/or equipment. The applicant or his agent has examined and inspected the facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above. The undersigned further states that he/she has read and understands the attached facility rules and regulations.

- A. **Park hours.** Renters are permitted to use the rented facilities between the hours of 8:00am to 11:00pm. Renters may be removed from the facilities during the hours not permitted.
- B. **Alcohol.** The Renter shall indemnify and hold the City harmless for any liability arising out of or related to the consumption of alcoholic beverages at the Park during the rental period. Alcohol may be served up to one (1) hour prior to the end of the event. Alcohol is not allowed when a city-sponsored event is occurring simultaneously at the facility.
- C. **Nuisance.** The Renter is responsible for the conduct of guests during the rental period. Any behavior causing a public nuisance may, at the discretion of the Police Department, be grounds for removal from the facilities.
- D. **Parking.** Parking is permitted in paved parking areas only. Parking in overflow parking areas must be requested and approved prior to the event date. Following approval, an overflow parking map will be provided. Overnight parking in the Park is prohibited.
- E. **Trash.** Limited trash containers will be provided; renters must ensure that all garbage and refuse is placed in these containers or disposed of off-site. A roll-off dumpster rental is required for events with food vendors.
- F. **Facilities.** The Renter shall provide all supplies to include tables, chairs, and portable restroom(s) for use at the Park. The renter must have the portable restroom(s) removed no later than the next calendar day following the rental date. A restroom facility is not currently offered at this park.
- G. **Water Service.** The Renter is responsible for ensuring all hose bibs are monitored during the event and all water service is properly managed during the rental and shut off at the end of the rental period.
- H. **Adult.** Renters must be at least twenty-one (21) years of age and the event must be supervised at all times by a responsible adult twenty-one (21) years of age or older.
- I. **Cancellations.** The Renter must cancel a minimum of two (2) weeks prior to scheduled use. Failure to do so will result in forfeiture of deposit.

J. **Damages.** Any damage to irrigation lines, landscaping, or sod will result in forfeiture of the deposit and /or possible legal action from the City.

**I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE ORGANIZATION/GROUP I REPRESENT AND WHICH IS THE RENTER HEREIN.**

Signed By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY**

**Rental Fee Received:** Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Payment Type:  Check  Credit Card  Cash

**Rental Agreement**                       **Event Deposit**

Approved By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_