WAYNE COUNTY

Rental Agreement Renter Information

Name (renter):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_ Phone (primary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (secondary):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information**

Event Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of teams and/or people in attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\*WCRD reserves the right to operate concessions at all events**

**\* Use of alcohol will consist of a special permit which has to be approved through Wayne County Commission 90 days prior to event. Renter must obtain appropriate permits at his/her cost.**

**Wayne County Facility Rentals FEES:**

Hall Richardson-$150.00 per day- $200.00 Clean up Fee

Gardi / Manning town/Mt. Pleasant -$100.00 per day $150.00 Clean up Fee

Lake Grace- Pavilion 1, 2, 4-$30.00 Lake Grace Pavilion 3-$50.00

Jaycee Fair Building-$200.00per day-$200.00 Clean up fee (includes restrooms)

Jaycee Fair Ground -$ 200.00 per day -$250.00 Clean up fee (does not include restrooms)

Ben Park/Bill Morris/Soccer/Football fields -$100.00 per field. $250.00 clean up fee

**RENTALS MUST HAVE $1,000,000. (Million dollar) INSURANCE POLICY**

**Fees are subject to change. Fees will be determined by the W.C.R.D and Board of Commissioners.**

**RULES AND REGULATIONS**

1. Unauthorized vehicles and motorized equipment are not permitted in the playing complexes or at rental buildings. Please use the provided parking spaces. \_\_\_\_\_\_\_\_\_\_
2. Vehicles not parked in an area not designated for parking will be towed at the owner’s expense. \_\_\_\_\_\_\_\_\_\_
3. **Use of alcohol on all WCRD properties is strictly prohibited, unless approved thru Wayne County Commissioners. Must obtain appropriate permits. This will have to be approved 60-90 days before event. \_\_\_\_\_\_\_\_\_\_**
4. The WCRD playing complexes/buildings are **SMOKE FREE.** That includes cigarettes, cigars and vape machines. \_\_\_\_\_\_\_\_\_
5. **Pets are prohibited inside any playing complex. Service animals with the appropriate credentials will be allowed. \_\_\_\_\_\_\_\_\_\_\_\_**
6. Skateboards, rollerblades, scooters and other wheeled toys are prohibited. Wheeled apparatuses used for transporting someone with an injury/disability are allowed. \_\_\_\_\_\_\_\_\_\_
7. No outside vendors allowed unless requested and approved no later than 60-90 days before scheduled event. Any unauthorized vendors will be asked to leave. \_\_\_\_\_\_\_\_\_\_\_
8. Authorized vendors may be placed in pre-determined locations set forth by WCRD. \_\_\_\_\_\_\_\_\_\_\_
9. Fireworks, explosives, firearms, and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds. \_\_\_\_\_\_\_\_\_\_\_
10. Any equipment brought to the event must be removed at the end of the event. The WCRD is not responsible for any items left after the close of an event. \_\_\_\_\_\_\_\_\_\_\_
11. Failure to follow the outlined rules above may result in forfeiture of rental deposit and possible removal of any future dates. \_\_\_\_\_\_\_\_\_\_\_

By signing below, the person and/or organization and its officials understands and agrees to all terms of the contract stated above. They are also aware that it is their responsibility to ensure all participants and spectators are aware of the terms as well

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Event Rentals must have $1,000,000. (Million dollar) INSURANCE POLICY**

**All Special events will have to be approved through the Wayne County Commission Board or County Administrator**

**WAYNE COUNTY RENTAL:**

Wayne County facility rentals are made through the Wayne County Recreation Department by calling the office 912-427-5915

            The Facilities may be used on a RESERVATION ONLY basis and are subject to the fees, rules, and requirements of the BUILDING RENTAL AGREEMENT provided at the time of reservation. Any individual, group, or association/organization wishing to use any of our facilities must have a responsible adult 21 years of age or older to reserve a facility.

**CODE OF CONDUCT (please initial)**

  \_\_\_\_\_\_\_\_\_ We wish to make the facilities W.C.R.D warm and inviting for your event! Helping us take care of our facilities that the community has worked so hard to renovate and maintain will ensure the facilities remain inviting for years to come. We thank you in advance for helping us maintain our buildings, so you and your friends/families can continue to tell of the wonderful memories made here throughout the years!!!  **YOU MAY ONLY ENTER THE BUILDING AT THE TIME INDICATED ON YOUR RECEIPT/PERMIT!!! YOU MUST VACATE THE PREMISES BY THE END TIME INDICATED ON YOUR RECEIPT/PERMIT, OR YOU WILL FORFEIT YOUR DEPOSIT!!!**

**\_\_\_\_\_\_\_\_**Facility renters WILL BE RESPONSIBLE for the actions of their guests. Destruction of property and/or abusive language and/or abusive behavior WILL NOT be tolerated.

\_\_\_\_\_\_\_\_Adequate adult supervision MUST ALWAYS BE PRESENT while children ages 0yrs – 20yrs are present on the premises.

\_\_\_\_\_\_\_\_All activities MUST be compliant with all laws, ordinances, rules, and regulations of the Federal Government, the State of Georgia, and the City/County JESUP/WAYNE.

\_\_\_\_\_\_\_WCRD reserves the right to refuse or cancel ANY event deemed not in the overall best interest of the facility, patrons, and/or citizens. The privilege to use the facilities may be revoked at any time due to misconduct, falsification of information given to reserve the facility, misuse of property, failure to comply with all rules/ordinances listed above, or any use of the facilities that is deemed contrary to public safety and welfare**.**

**\_\_\_\_\_\_\_** Violators of these rules/ regulations may be expelled immediately WITH NO DEPOSIT RETURNED and/or may be prohibited from renting our facilities for a minimum of one year.

**\_\_\_\_\_\_\_\_** We DO NOT provide serving utensils, pots, pans, tables, chairs etc. A multi-purpose cleaner is supplied, but you are welcome to bring your own.

**DEPOSIT, RENTAL FEE(S), DECORATING, AND SECURITY FEE –**

* THE DEPOSIT is due at the time the building is booked. Any reservations put on an internal HOLD will be terminated after 7days. If a Security Fee is required for your event (see below), it is also due at booking. Reservations can only be booked 365 days from the current day’s date.
* THE RENTAL FEE must be paid in full 14 days prior to event if writing check/ cash or card before key is picked up.
* DECORATING AND SETUP MUST BE DONE DURING YOUR RENTAL TIME, SO PLEASE BOOK YOUR TIME SLOTS ACCORDINGLY.
* CLEAN UP/ SECURITY FEE:  A $200/$250.00 non-refundable Security Fee is required for Dance Parties, Quinceaneras, Sweet 16’s, graduations or live bands and/or any DJ’d events to have WCRD APPOINTED SECURITY on premises which will be an off-duty Wayne County or Jesup officer.

**THE DEPOSIT REFUND** will be processed ONLY AFTER the building(s) and surrounding grounds have been cleaned by you, the renter; inspected by a County Representative; AND the key(s) have been returned. If the deposit will not cover the cost of clean-up or repairs, it will be the responsibility of the Renter to arrange payment with the W.C.R.D to cover all additional costs.

THE CLEANING CHECKLIST *MUST BE COMPLETED*

 THE BUILDING(S) MUST BE CLEANED UP AND RENTER MUST BE OUT OF THE BUILDING BY THE END TIME INDICATED ON YOUR PERMIT.

 IF YOU, THE RENTER, HAVE NOT VACATED THE PREMISES BY THE END TIME ON YOUR PERMIT, YOU WILL FORFEIT YOUR DEPOSIT. NO EXCEPTIONS!!!

EVENING RENTERS MAY NOT COME BACK THE NEXT MORNING TO CLEAN UP. EVERYTHING MUST BE CLEANED UP BEFORE YOU LEAVE; THIS INCLUDES ANY RENTAL ITEMS FROM OUTSIDE.

WCRD staff will inspect building and determine that the facilities were left in good condition and if renters deposit will be refunded. Renters may pick up deposit after 1:00pm on the day after rented unless rented on weekend which deposit may be picked up after 1:00pm Monday.

**\*\*NOTE: UPON ENTERING BUILDING, IF IT IS NOT CLEAN, PLEASE TAKE PICTURES AND E-MAIL THEM TO: wcrd@waynecountyga.us . THIS WAY YOU THE RENTER, AND WE THE MANAGERS BOTH HAVE PROOF OF THE CONDITION THE BUILDING WAS IN UPON YOUR ARRIVAL.**

**Renters Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**