



LITHONIA PARK RESERVATION APPLICATION

Applicant Information			
Name:			
Over 21 Yes { } No { } DL#		E-Mail:	
Current address:			
City:	State:	ZIP Code:	
Contact number:	Alt. contact number:		
Company Information			
Business Name:			
Business Address			
City	State	Zip code	
Daytime Phone		Alternate Phone	
Contact Person ▼		Business Email: ▼	
Event Information			
Type of event:			
Name of Event: (if applicable):			
Day:	/ /20	Start Time	Ending time:
Total number of expected attendees:			
Will your event include the following (check all that apply)			
<input type="checkbox"/> Alcoholic Beverages Served	<input type="checkbox"/> Amplified Music Other: _____	<input type="checkbox"/> Inflatable Bouncing houses Other: _____	
<p>RESERVATION FEE: The reservation use fee is \$750 per field. A 50% deposit is required at signing of agreement in order to reserve and hold a date on the calendar. The balance of the fee is due 30 days prior to the date of the scheduled event. If the event is scheduled less than 60 days out, the full amount of the fee is due at time of reservation. Payment may be made by cash, check, money order or card. There is a \$35 returned check fee for checks that do clear the bank. Reservation cannot be confirmed without a deposit.</p> <p>Cancellation/Refund Policy: A Refund may be issued is event is cancelled within 30 days of reservation. Refund request must be in writing and within the allocated time period. (See more under other special stipulations).</p>			
Security Information			
Lithonia Police department will determine the number of public safety officers required at an event. Public Safety officers are at a rate of \$35 per/hr. with a 4 hour minimum. It is the responsibility of an applicant to pay for security. Interim Chief Darren Newton, will secure officer(s) once the event is approved and all fees paid. Chief of Police can be reached at 770-482-8947 Ext. 124.			
Special Vendor Permits			
A permit must be obtained for vendors, (i.e. inflatable, food etc.) alcohol, and open fields if applicable . All vendors must provide a Certificate of Insurance in the amount of \$1,000,000 and pay a vendor fee:			
RENTAL FEE: \$750.00 PER FIELD Top <input type="checkbox"/> Bottom <input type="checkbox"/> check one		DEPOSIT \$	Balance Due:\$
Signature of Applicant:		Date: / / 20_____	
Approved by Management Co. / / 20_____		By	

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PAGE 2 – ADDITIONAL INFORMATION

Responsibilities of renter:

Please initial where indicated

- 1) Renter must provide adequate portable toilets for duration of event. _____
- 2) Renter must provide any barricades needed for event. _____
- 3) Renter must provide a \$500 refundable cleaning deposit. All trash must be removed from park at end of the event in order for cleaning deposit to be refunded. Management will conduct an inspection of the premises following the event. _____
- 4) Proof of Liability Insurance must be provided at least 48 hours prior to event. _____.

Vendors:

Renter may solicit vendors for your event. A vendor permit is required and must be issued for each vendor. The City of Lithonia vendor fee is \$75. A permit will be issued upon payment to the City of Lithonia. Promoter/renter may collect all applications and obtain all vendor permits at least 48 hours prior to event. Each Vendor must complete a separate vendor application. Permits to be obtained from the City Clerk at City Hall. _____

Renter agrees to abide by the city noise ordinance. Events must end no later than 11:00pm. _____

HOLD HARMLESS CLAUSE

The City of Lithonia shall not be liable to user's employees, agents, invitees, licensee, visitors, or to any other person for injury to person or damage to property on or about the leased premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the leased premises under express or implied invitation by user, or caused by the building improvements located on the leased premises becoming out of repair or caused by leakage of gas, oil, water, smoke, or steam or by electricity emanating from the leased premises. Applicant agrees to indemnify and hold harmless the City of Lithonia from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury.

The applicant ensures compliance with the following:

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the Park and Recreation Department

Any stipulations or restrictions by the City of Lithonia Police Services

Renter Signature x _____ Date _____

Return completed application to: _____

Questions please call: _____