



Rental Agreement

City of Pine Lake
 425 Allgood Rd
 P.O. Box 1325
 Pine Lake, GA 30072
 404-292-4250
rentals@pinelakega.com

This Rental Application can be submitted on-line or in-person. Once received, we will send an email confirming that your date is available. Payment of the \$ 300 deposit will confirm your booking. Acceptance of the application and deposit by the City shall constitute a contract governing use of the facility.

Name of Event: _____ Event Date: _____
 Responsible Party: _____ Secondary Contact: _____
 Responsible Party Phone No: _____ Secondary Phone No: _____
 E-Mail Address: _____ Secondary E-Mail: _____
 Mailing Address: _____

Facility: <input type="checkbox"/> Beach House <input type="checkbox"/> Clubhouse
<input type="checkbox"/> Resident <input type="checkbox"/> Non- Resident

Hours of Event: From _____ To _____ (including set up and clean up) Number of Attendees: _____
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Some circumstances may allow for tighter time frames or additional fees on rentals. These circumstances shall be set and agreed upon at signing of this document.

Description of Event and Special Notes:

_____ initial I have received a copy of the Rules and Regulations for rental of Pine Lake facilities and agree to comply with them. Any and all refunds will be made payable to the Responsible Party (Signer of this Agreement.) I understand that in the event of noncompliance, my event may be terminated with no refund of fee.

Signature of Renter: _____ Date: _____
By typing your name herein and submitting this form you agree to be bound by the terms defined below

For Office Use	Agreement # _____
Acceptance of application by City of Pine Lake:	
BY: _____	DATE: _____
DEPOSIT PAID \$ _____	DATE PAID: _____ RECEIPT # _____
BALANCE DUE \$ _____	DATE PAID: _____ RECEIPT # _____
Special Terms and Stipulations: _____	

We appreciate your feedback so we can continue to give great service. Please let us know how we may better serve you by contacting our Facilities Manager at rentals@pinelakega.net

RULES, REGULATIONS, RATES

- A. The following facilities are available to rent.
 - **Beach House** [4580 Lakeshore Drive, Pine Lake, GA 30072](#) **Occupancy limit is 129 people.**
 - **Clubhouse** [470 E Clubhouse Circle, Pine Lake, GA 30072](#) **Occupancy limit is 156 people**
- B. A completed rental agreement and damage deposit are required to be submitted to City Hall before a date for an event can be secured on the calendar. The agreement and deposit may be mailed to City Hall at the address listed or submitted to the City Administration offices. If City Hall is closed, you may drop the agreement and the deposit through the mail slot of the door at City Hall. Balance is due 30 days prior to event.
- C. The Deposit amount must be paid separately from other fees. It is accepted in the form of a personal check, money order, certified check, credit card payment or cash. The deposit reserves the facility, and it is refunded only after the Facilities Manager verifies that the facility was undamaged during the rental period and that rental agreement was not violated. Please allow 14-30 days for deposit refunds. •
The Renter shall be liable for all damages occurring during the agreed rental times, including:
 - a. Damages to the facility, furnishings, and/or grounds;
 - b. Facilities, furnishings, and/or grounds that are not left in clean condition at the conclusion of the rental period. Facility must be left in the condition as it was rented;
 - c. Improper and/or illegal conduct of any renter or guest including, but not limited to abusive or threatening language, physical violence, lewd behavior, or possession of weapons;
 - d. Use of any other kind of tape, nails, tacks, screws, and staples on the walls is prohibited and will be assessed as damages. Only masking tape, or painters' tape may be used on top of the window and door frames or the porches.
- D. Deposits may be retained to cover any additional time used beyond the contracted period of rental.
- E. The privilege of renting extends to the buildings and porch areas only. The park areas outside the buildings are public and cannot be rented.
- F. Renters must observe all beach rules including no swimming after sunset.
- G. Renters and their guests shall obey all City ordinances and Georgia criminal statutes during the period of the rental. In the event a violation of either occurs, the police department may terminate the rental. In the event the police respond to a second noise complaint that they deem substantiated, the police shall terminate the event.
- H. NO admission may be charged at events at any facilities, although voluntary donations may be accepted.
- I. All Rental activities shall cease by 10:00 p.m. (includes cleanup) Renter shall forfeit their deposit if their event fails to end at the contracted hour.

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- J. The rental facilities are surrounded by residential neighborhoods. The City noise ordinance applies to all rental activities.
- K. No speakers or amplifiers shall be used on the deck, porch or outside the building. In the event speakers or amplifiers are used inside the facility, the doors of the facility shall remain closed, except as used for ingress and egress. Music shall be played at a level as to not interfere with the comfort and repose of nearby residents. All music shall cease by 9:00 p.m.
- L. Rental rates are for 6 hour periods. This includes decorating and cleanup. If it is an evening event, the facility must be vacated and locked by 10:00 p.m.
- M. Renters who fail to meet requirements of a rental contract may be prohibited from renting a Pine Lake Facility for 12 months.
- N. Any renter conducting a public event in which unaccompanied minor children are in attendance is required to submit complete background checks for all staff and volunteers. Background checks and a complete insurance policy must be submitted and approved by the City at least 60 days prior to the event. Renters are encouraged to check with the City for list of insurance requirements prior to obtaining necessary insurance. No permit for the event will be issued unless all background checks and a complete insurance policy is submitted and approved by the City.
- O. Marketing material for all public events must be submitted to the City for approval at least one week prior to being released.
- P. Renters shall avoid all implication that the event is an official City event, avoiding words such as “hosted”, “sponsored”, or “organized”, etc., by the City of Pine Lake. When referring to the location, use “Pine Lake” rather than the “City of Pine Lake.” Violation of policy will result in forfeiture of deposit and cancellation of the event.

HEALTH AND SAFETY REGULATIONS

In accordance with local government fire regulations, occupancy limits have been set for the safety of facility users. No more than 156 people may be in the Clubhouse at any one time, and occupancy of the Beach House is limited to 129 people. Please note that parking is limited.

- **SMOKING IS NOT PERMITTED** in any of the rental facilities nor anywhere within the park.
- **NO INDOOR COOKING** is allowed in any facility. The kitchens are warming kitchens, provided to keep food warm, or prepare beverages. Coffee Pots, crock pots, and other small appliances which keep foods and beverages warm are allowed, however cooking is not allowed.
- **FIRES MAY NOT BE LIT** at any time. This includes the use of candles, which must be approved by the Facility Coordinator in advance and noted on the rental agreement.

A fire extinguisher is prominently located in each rental facility.

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LIABILITY

Renters are responsible for the conduct of their guests and the City assumes absolutely no liability for injury incurred during the course of this rental. The applicant seeking the rental, or the designated secondary contact shall be present at the facility during the entire conduct of the event and shall be responsible for ensuring compliance by guests with these rules and regulations.

Children must be supervised at all times. No one under the age of 21 is allowed to rent the public buildings. When minors under the age of 18 are attending a private function, the City requires one (1) chaperone per 15 children/youth. Attendance by chaperones is required at all times.

The City of Pine Lake is not responsible for any property left by renters.

CANCELLATION REFUND POLICY

Refunds will be issued in the following manner:

100% Refund - City Hall must receive a request in writing 30 days or more prior to the event. A \$50 Processing Fee will be subtracted from the refund amount

No Refund will be paid for cancellation requests received less than 15 days prior to the event.

Verbal cancellations will not be accepted. If cancellation and request for refund is not received in writing, no refund will be issued.

Refunds will be made payable to the Responsible Party (Signer of this Agreement.) and sent by mail within 2 weeks of approved cancellation request.

Fee Structure

Facility	Base Price	Addnl Hours	End Before 4:00	End after 4:00	End Before 4:00 Weekend	End after 4:00 Weekend
Beach House (6hr.)	700	75	700	800	900	1,000
Clubhouse (6hr.)	500	50	500	550	600	650

- Cleaning fees will be \$100/day up to \$400/week charged only for actual cleanings required for intervening event rentals.
- Damage Deposit \$300

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Rental Discounts for Residents, Property/Business Owners, and Employees

- A. Beach House rental – 50% discount for one event per year
- B. Club House rental - 50% discount for two events per year
- C. Employees of Pine Lake may use (with 60 days' notice) one free rental day per year subject to facility availability.

Discounts are for rental fees only. Renter will be required to pay appropriate cleaning fees and deposit for any discounted space.