



City of Milledgeville

Park Rental Guidelines

The City of Milledgeville is an equal opportunity employer and provider.

Milledgeville Parks & Pavilions

Central City Park

720 W. Hancock St.

Huley Park

1180 N. Wayne St.

Marketplace Pavilion

222 E. Hancock St.

Oconee River Greenway

600 E. Hancock St.

For Reservations, please call (478) 414-4092.

Milledgeville Parks & Pavilions

The City of Milledgeville is pleased to be able to provide several parks and pavilions for rent to the general public. Each property is unique and offers a different layout and atmosphere that is sure to accommodate any type of special occasion or event.

**CITY OF MILLEDGEVILLE PARKS AND PAVILIONS ARE OPEN
FROM DAWN TO DUSK**

Parks and Pavilions Rental Fees

Facility	Address	Price up to 4 Hours	Price per Day	Special Events
Central City Park	720 W. Hancock Street	\$25	\$50	See Special Events Permits
Central City Park Baseball Field	720 W. Hancock Street	\$50	\$100	See Special Events Permits
Huley Park	1180 N. Wayne Street	\$25	\$50	See Special Events Permits
Huley Park Baseball Field	1180 N. Wayne Street	\$50	\$100	See Special Events Permits
Marketplace Pavilion	222 E. Hancock Street	\$25	\$50	See Special Events Permits
Oconee River Greenway	600 E. Hancock Street	\$75	\$150	See Special Events Permits

- **Bounce House: \$50 fee per bounce and group must bring their own generator**

Parks and Pavilions Rental Policies

- 1. All park and pavilion hours are from dawn to dusk and MUST be vacated by dusk (DARK).**
- 2. NO alcohol is allowed on any parts of the grounds of the City of Milledgeville Parks and Pavilions properties, unless specifically permitted.**
- 3. "No Parking" allowed on grass in any park. All cars must be legally parked in a parking lot or legally parked on the street.**

Events sponsored by the City of Milledgeville will have first priority for use of any rental park or facility. Applications for park and pavilion rental permits are processed in order of receipt of the fully completed application and full payment. The requested area is then reserved pending review of the application. Failure to complete the application and pay the full payment will result in NO reservation.

PERMITS: A permit is needed to have any type of function at a City of Milledgeville park or pavilion.

PROCEDURES AND REQUIREMENTS: To rent a space at a City of Milledgeville park or pavilion, the event organizer must go to the City of Milledgeville's Administrative Office, located at 119 E. Hancock Street, Milledgeville, Georgia 31061. If the date is available, the organizer must fill out the Park Rental Permit Application completely and return it to the appropriate staff member, along with the required payment.

Note: There will be NO penciling in a date. To reserve a date, the fee MUST be paid.

Note: No reservation will be taken over the telephone. All reservations MUST be completed in person.

Reservations will be documented as first-come, first-serve. The first organizer to complete the application and pay the fee will be rented the requested property.

Process:

1. Visit the rental space you want to rent.
2. Complete the application and immediately pay the necessary payment.
3. Failure to complete the application or make the payment immediately cancels the booking.

Unless noted, the established rates are for a four (4) hour period, ending at DUSK, unless stated otherwise.

DEADLINE: Due to the need to schedule weekend employees, **there will be NO weekend rentals booked after 12:00 noon of the preceding Thursday.**

NO WAIVING OF FEES: Due to the maintenance costs of City of Milledgeville rental properties, there will be no waiving or reducing of fees for any reason.

PAYMENTS ARE NOT REFUNDABLE UPON CANCELLATION: Full payment is required at the time the reservation of a park or pavilion is made and is non-refundable upon cancellation of the event. **All payments are forfeited if the event is cancelled, regardless of the date of cancellation.** In the event of bad weather, one (1) rain date will be given for rescheduling.

NO FEE: UNDER THE PARK RENTAL PERMIT, NO rental group may have an event that charges a fee for entrance, generates revenue or is otherwise sponsored. **SUCH REQUESTS MUST BE MADE THROUGH A SPECIAL EVENT PERMIT APPLICATION AND NOT THROUGH THIS PARK RENTAL PERMIT APPLICATION.** Please refer to the *Special Event Policies* section of this guideline.

TIME: All renting parties must vacate City of Milledgeville parks and pavilions no later than dusk. It is suggested that functions end approximately one (1) hour before dusk to allow time for vacating the premises. Unless specifically permitted, NO individuals and vehicles are allowed at the City of Milledgeville parks and pavilions beyond dusk. **It is up to the event organizer to end their party on time.** Failure to leave the premises on time will result in the contacting of the City of Milledgeville Police Department for the group's immediate dismissal.

"AS-IS": All City of Milledgeville rental facilities are rented "as-is". No concessions or guarantees can be made in reference to any changes, special cleanings, or upgrades to the chosen rental property, or in how it will be prepared for any individual rental group. **It is MANDATORY that ALL rental parties should be aware of the condition of the rental facility** that they are renting, and the department staff should not be expected to make any changes whatsoever.

PERMITTED AREA: Renting a City of Milledgeville park or pavilion permits the rental group to only rent the permitted structure or location requested through this permit. **Any area outside the immediate perimeter of the rental area, including the surrounding grounds, playgrounds and restrooms, are not included in the rental and will continue to be open to the public.**

VEHICLES IN THE PARK: No vehicles of any kind are allowed on the grass or within a park's perimeter. Vehicles **MUST** be parked in designated parking areas. Tickets will be issued without warning.

CANOPY TENTS: Other than small 10' x 10' canopy tents located immediately along the perimeter of the rental property, rental groups are not permitted to set-up large tents and/or take ownership of any property outside the rented location. Also see "Permitted Area" above.

CHAIRS AND TABLES: The City of Milledgeville does not rent out tables and chairs for outside events. Since rental properties include limited or no chairs and tables, rental groups may bring their own rental chairs and tables to City of Milledgeville properties.

CLEAN-UP: The event organizer is responsible for all **clean-up inside and outside of the chosen location (including all perimeters)**. Clean-up must be completed before ending the event and will be included within the rental period. Should there be additional clean-up remaining after the rental group vacates the property, the renting party will be charged an **additional cleaning fee, following the event**, as well as the refusal of future rentals booked by the same event organizer and/or rental group.

SET-UP/BREAKDOWN: All renting parties **are responsible for the set-up and breakdown of their own tables, chairs or any amenities involved with their event.**

DECORATIONS: Please refer decorating questions to the City of Milledgeville Administrative Office. **Glitter, confetti and rice are not permitted. No decorations** may be taped or nailed to the interior or exterior walls ceilings of any rental facility, as it ruins the paint and trim. **NO SIGNS** for the rental group may be posted anywhere in City of Milledgeville parks other than at the rented location (i.e. No signs are permitted throughout a park directing guests to one rental).

ALCOHOL/DRUGS: Drugs are not permitted in or around City of Milledgeville parks and properties whatsoever. **UNLESS SPECIFICALLY PERMITTED BY THE CITY OF MILLEDGEVILLE, THERE WILL BE NO ALCOHOLIC BEVERAGES ALLOWED ANYWHERE IN CITY OF MILLEDGEVILLE PARKS.**

NO SMOKING: The City of Milledgeville Parks are a smoke-free zone.

NO LIGHTS OR ELECTRICITY: Unless specifically permitted, the City of Milledgeville park hours are dawn to dusk. Because of this, there is no lighting available within rental pavilions. Rental groups are responsible for bringing their own generator or battery operated devices.

GRILLS: Outside grills are available at Central City and Huley parks. Rental groups are permitted to bring their own grills to the chosen rental property.

MUSIC: All amplified noise must be permitted through the City of Milledgeville Police Department.

ANIMALS: Unless specifically permitted, **no animal shows or activities** are allowed to be in or around City of Milledgeville rental facilities. Pets are allowed without a leash in the designated dog park area (located at Central City Park and the Oconee River Greenway). Pets outside of the designated dog parks **MUST be on a leash at all times.** Owners are responsible for cleaning up after their pets.

BOUNCE HOUSES: Unless specifically permitted, **Bounce Houses are NOT permitted** on City of Milledgeville parks property. If a group wants to bring a bounce house to a rental property, they **MUST** pay a \$50 fee per bounce house and **MUST** bring their own generator to inflate the bounce house. Rental parties must also obtain required liability insurance (see **Liability Insurance** section of the ***Special Event Policies*** section of this guideline).

CAR WASH: **No car washes are permitted** in City of Milledgeville parks.

FIREWORKS: **No rental groups are allowed to utilize fireworks** or any other type of explosive in City of Milledgeville parks.

NO OPEN FIRES: No rental groups are allowed to build an open fire in City of Milledgeville parks.

NO HUNTING: Hunting, trapping or otherwise pursuing or catching any wildlife within a City of Milledgeville park is strictly prohibited.

FISHING: All applicable state laws pertaining to boating, fishing and licensing may be enforced within the Oconee River Greenway property, including possession of a current vessel registration and a valid State of Georgia fishing license.

FIRE ARMS: The City of Milledgeville is in compliance with O.C.G.A. § 16-11-126.

RECREATIONAL ACTIVITIES: No bikes, skate boards, hover boards, scooters or roller blades allowed in the pavilion areas.

BEVERAGES: No glass bottles are permitted in City of Milledgeville parks.

DAMAGE AND/OR THEFT: Applicants granted use of City of Milledgeville parks or pavilions will be held liable and responsible for any personal injury or property damage.

GENERAL LIABILITY: The event organizer is completely responsible for all damage, theft, physical harm and incidences that cause public complaint and/or the City of Milledgeville Police notification. It is the responsibility of the event organizer to control the behavior of their guests.

IMPORTANT NOTICE: It is important to remember that the rental facilities belong to the citizens of the City of Milledgeville. Each facility should be respected. Everyone attending events that take place in our parks and pavilions should enjoy the atmosphere and respect the property.

EQUAL OPPORTUNITY: The event organizer assures that no person shall, on the grounds of race, creed, color, national origin or sex be excluded from participating in any activity for which the City of Milledgeville parks are used.

NO RETURN: Any rental group violating these polices, or engaged in behavior that is inappropriate, or the behavior of the group's guests is inappropriate (i.e. fighting, bad language, use of weapons, the need for Police department intervention, etc...) will NOT be allowed to rent a City of Milledgeville park or pavilion again.

INDEMNIFICATION: As additional consideration for the rental of the rental facilities the Renter shall cause to be executed an indemnification agreement thereby fully indemnifying the City of Milledgeville and holding the City of Milledgeville harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorney's fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, their employees, agents, licensees or invitees.

GENERAL PROVISIONS:

- Captions: The captions or titles to various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.

- Joint and Several Obligations: If Renter consists of more than one person or entity, the obligation of all such persons is joint and several.
- Situs: The agreement shall be constructed and interpreted according to the laws of the State of Georgia.
- In witness thereof, the parties have executed the Agreement, as evidence of their agreement to the information set out therein.

Special Events Rental Policies

Individuals, organizations and agencies wishing to conduct special events on City of Milledgeville owned property, rights-of-ways or public streets are required to obtain a permit in advance. A Special Events Permit must be obtained from the City of Milledgeville for any event to include (but not limited to) the following:

- | | | | |
|-------------------------|--------------------|------------------------|----------------------|
| Block Parties | Carnivals | Street Closings | Ceremonies |
| Concerts | Park Events | Performances | Festivals |
| Parades | Road Races | Filming | Walks/Marches |
| Protests/Rallies | | | |

FEES AND CHARGES

\$50 – Application Fee for (non-refundable)

(The above fee applies to events where an alcohol permit is required)

A nominal fee is charged for all Special Events Permits. Applicants are required to include the fee(s) along with the application:

Police Officer: \$30 per hour/per employee
Employee/Staff Fees: \$25 per hour/per employee

(The above fees are for a minimum of three (3) hours)

Parks and Pavilions Rental Fees

The following fees are for an 8-hour period*

Facility	Address	General Event Fee	Revenue Generating or Sponsored Event Fee	½ Deposit Required (Revenue Events)
Central City Park	720 W. Hancock Street	\$50	\$100	\$50
Central City Park Baseball Field	720 W. Hancock Street	\$100	\$200	\$100
Huley Park	1180 N. Wayne Street	\$50	\$100	\$50
Huley Park Baseball Field	1180 N. Wayne Street	\$100	\$200	\$100
Marketplace Pavilion	222 E. Hancock Street	\$50	\$100	\$50
Oconee River Greenway	600 E. Hancock Street	\$150	\$300	\$150

- **Bounce House: \$50 fee per bounce and group must bring their own generator**

The organizer of a special event must fill out the application and return it to the City of Milledgeville Administration Office not more than 12 months or less than 45 business days prior to the start of the event. However, the City of Milledgeville Administration Office will process all permit application requests as soon as possible upon receiving all the required information and full payment. The requested area is then reserved pending review of the application. Failure to fully complete the application and pay the full payment results in NO reservation. Applications for Special Events Permits are processed in order of receipt of the fully completed application. **Events sponsored by the City of Milledgeville have first priority for use of any city property or right-of-way.**

In order to insure public safety and protection of the City of Milledgeville, its businesses and citizens, and to avoid conflict between events by assigning the same time and location to two or more events, the City of Milledgeville reserves the right to refuse or require changes to a permit application, relocate or terminate a permitted event.

Except as provided by law, the City of Milledgeville is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks and other facilities for special events. In deciding whether to issue a permit, or in resolving possible conflicts between applicants, the following points will be considered:

- **The number of participants**
- **Beneficial impact upon the City**
- **The appropriateness of City property for the intended use**
- **The likely impact on City property of the Special Event**
- **Impact on downtown businesses**
- **Anticipated traffic conditions**
- **Adequacy of adult supervision for minors**
- **The availability of City personnel whose presence may be required**
- **The adequacy of public property at the proposed location**
- **Probable impact upon the ordinary and customary uses of nearby properties**
- **This listing of factors does not preclude the reasonable evaluation of other factors and equitable considerations**

If the permit is approved, the applicant shall be subject to all city, state and federal laws and regulations as they apply to the event. Failure to do so will result in revocation of the permit. The Permittee must have the permit on site at all times during the event.

In addition to the guidelines set forth in the City of Milledgeville Rental Policies, the following guidelines are also applicable for a Special Events Request:

PROCEDURES AND REQUIREMENTS: To present a special event, the event organizer must go to the City of Milledgeville Administrative Office, located at 119 E. Hancock Street, Milledgeville, Georgia 31061.

If the date is available, the organizer must fill out the Special Event Permit Application completely and return it to the appropriate staff member, along with the required payment(s).

Note: There will be NO penciling in a date. To reserve a date, the fee MUST be paid.

Note: No reservation will be taken over the telephone. All reservations MUST be completed in person.

Reservations will be documented as first-come, first-serve. The first organizer to complete the application and pay the fee will be rented the requested property.

Rental applicants MUST be at least 21 years of age.

Process:

1. Visit the rental space you want to rent.
2. Complete the application and immediately pay the necessary payment.
3. Failure to complete the application or make the payment immediately cancels the booking.

DEADLINE: The organizer of a special event must fill out the application and return it to the City of Milledgeville Administrative Office **not more than 12 months or less than 45 business days prior** to the start of the event.

NO WAIVING OF FEES: Due to the maintenance costs of City of Milledgeville rental properties, there will be no waiving or reducing of fees for any reason.

APPLICATION FEE AND DEPOSIT IS NOT REFUNDABLE UPON CANCELLATION: An application fee and a deposit of ½ the special event permit fee is required at the time the reservation of the City of Milledgeville rental facility is made and is non-refundable upon cancellation of the event. **All payments are forfeited if the event is cancelled, regardless of the date of cancellation.** In the event of bad weather, one (1) rain date will be given for rescheduling.

PAYMENTS MADE: All FINAL payments MUST be made at least **45 days** prior to the event date. Failure to make full payment in advance of 45 days will result in the cancellation of the event and the loss of the deposit and all payments.

SUPERVISION: Applicants must provide sufficient adult supervision to insure the safety of participants, onlookers and property.

TIME: All renting parties must vacate City of Milledgeville parks and pavilions no later than dusk. It is suggested that functions end approximately one (1) hour before dusk to allow time for vacating the premises. Unless specifically permitted, NO individuals and vehicles are allowed at the City of Milledgeville parks and pavilions beyond dusk. **It is up to the event organizer to end their party on time.** Failure to leave the premises on time will result in the contacting of the City of Milledgeville Police Department for the group's immediate dismissal. While this rule can be suspended for a special event, it should be recognized that events produced into the night will be limited.

VEHICLES IN THE PARK: No vehicles of any kind are allowed on the grass or within a park's perimeter, other than event support vehicles or vehicles used for equipment drop-off. Vehicles MUST be parked in designated parking areas. Law enforcement tickets will be given without warning.

PARKING FOR SPECIAL EVENTS: Depending on the event, the City of Milledgeville has the right to charge a parking fee for vehicles entering into any of its parks.

TENTS: Applications requesting the use of tents must provide a site plan showing the location of the tent(s), timeframe for tent placement, timeframe for tent removal and a copy of the certificate of flame retardancy. The City of Milledgeville will consult the Fire Department and the Inspections Department who must give final approval of tent permits. All tents over 200 sq. ft. must be permitted by the Inspections Department. Tents and other temporary improvements installed for an event must not cause any permanent damage. "Call Before You Dig" (8-1-1) MUST be contacted to designate the tent area as not having underground utilities. The rental group will be responsible for all repairs.

SAFETY: It is the responsibility of the event organizers to insure the public safety and protection of its employees, participants and citizens.

SECURITY, TRAFFIC CONTROL AND CLEAN-UP: The applicant is responsible for security, traffic control and/or clean-up. **The applicant will be responsible for removal of all trash/refuse generated during the permitted event.** The Public Works Department and the City of Milledgeville Police Department will determine the need for additional staffing, and the applicant will be notified concerning any special security, traffic or clean-up requirements.

STREET CLOSURES, ROAD RACES, WALKS AND MARCHES: The Milledgeville Police Department, the Public Works Department and the City Manager's Office must all approve a permit for street closure. NOTE: THE CITY OF MILLEDGEVILLE RESERVES THE RIGHT TO CANCEL, CHANGE OR RELOCATE TO A DESIGNATED AREA ANY ROAD RACE, WALK OR MARCH THAT DOES NOT MEET THE ENTIRE REQUIRED SPECIAL PROVISIONS OF THE PERMIT.

VENDORS AND FOOD SERVICE: ALL applicants requesting a permit for food and/or non-food vending for an event must comply with the City Ordinance for transient vendors regulating such sales. Food service applications must be so noted on the application and will ONLY be permitted in conjunction with the Baldwin County Health Department and/or the Department of Agriculture.

SET-UP/BREAKDOWN: All renting parties **are responsible for the set-up and breakdown of their own tables, chairs or any amenities involved with their event.** The City of Milledgeville does not rent out tables, chairs or bleachers.

RESTROOMS: For large events, the applicant will be responsible for providing any additional restrooms.

ALCOHOL: UNLESS SPECIFICALLY PERMITTED, THERE WILL BE NO ALCOHOLIC BEVERAGES WHATSOEVER ALLOWED ANYWHERE IN CITY OF MILLEDGEVILLE PARKS. If the applicant is requesting the sale or consumption of alcohol, procedures and logistics for serving must be submitted with the Special Event Permit Application. These should include, but are not limited to: hours of operation, site diagram showing dispensing locations, security procedures (volunteer and uniform staffing, ID checking and dispensing operations), enclosure requirements, parking location of beer trucks, etc. Consideration will also be given to whether alcohol sales create potentially dangerous situations due to the nature of the event. Permission to serve or consume alcohol may be granted by the City as part of the Special Event Permit; however, such service must comply with all State of Georgia Alcohol Beverage Permit regulations. The City reserves the right to revoke the permit or require the applicant to discontinue alcohol sales and service whenever the consumption by participants becomes excessive, or when over a period of time participants regularly demonstrate obnoxious, loud or other inappropriate behavior during or after events. All participants consuming alcohol must wear an identifying armband to indicate that they are of legal drinking age. If permitted, all alcohol sales and distribution MUST be in compliance with the City's ordinances relating to such.

ELECTRICAL SERVICE: If an applicant requires additional power beyond battery operated devices, the rental group is responsible for bringing their own power supply to

the property. It should be clearly noted on the initial application what power will be utilized and its intended use.

NOISE: The City reserves the right to limit the sound amplification equipment so that it will not disturb non-participating around the event. Complaints of loud, disturbing or unnecessary noise can result in the immediate revocation of the permit and immediately end the event.

FIREWORKS: Unless specifically permitted, **no rental groups are allowed to utilize fireworks** or any other type of explosive in City of Milledgeville parks. Applicants must include a site plan showing the proposed location for the fireworks. The use of fireworks will be restricted to licensed personnel.

RENTAL RESTRICTION: Unless specifically permitted, to maintain the "Special Event" quality of City of Milledgeville rental facilities, no person or group is permitted to rent the facilities more than one time during a **90-day period**.

LIABILITY INSURANCE: Liability insurance from an "**A**" rated or better insurance company with a minimum policy limit of **\$1,000,000**, with **no deductible** for each occurrence, naming the City of Milledgeville as an additional insured is required for events anticipating more than fifty (50) invitees, guests or patrons held on property owned or controlled by the City. Host Liquor Liability coverage for lessees and sponsors will be required with the limits of liability determined by the City of Milledgeville Finance Office in their sole discretion. Event sponsors and coordinators must have local and State business licenses, if required. The minimum liability limits required by this paragraph may be increased, decreased, or otherwise adjusted if it is determined by the City of Milledgeville Finance Office, in their sole discretion, that such a change is warranted based upon, among other factors, the type of event, the duration of the event, as well as the anticipated attendance for the event.