

CITY OF SUWANEE 2011 PAVILION RENTAL CONTRACT

Rental Date: _____ Day: _____ Rental Hours*: From _____ To _____

Pavilion: _____

*These hours must include all time required for set up, the event, & all clean up. # People Expected _____

RENTAL INFORMATION

Name Requested for Pavilion Marquee _____

Organization/Group Name/Type of Activity/Purpose of Rental: _____

Responsible Person #1: _____ Home _____ Work _____

Email Address: _____ Cell: _____ Fax: _____

Street Address: _____ City: _____ Zip: _____

Responsible Person #2: _____ Home _____ Work/Cell _____

Transportation Requirements: (please note number and types of vehicles (i.e. cars, buses, vans))

Describe Purpose of Event/Set-Up (note-City does not rent equipment) _____

Amenities Requested (Check all that apply): Electricity: Park Grill: Hose Hook-up:

Describe event in detail: _____

To the best of my knowledge that all information listed on this contract is correct. As the Renter, I understand that failure to comply with the stated rules could result in the loss of my rental fee and damage deposit. I understand that any City of Suwanee Staff or the Park Attendant reserves the right to request rental guest(s) to leave or cancel the event at any time it deems to be in the best interest of the City of Suwanee.

Signed _____ Date _____

OFFICE USE ONLY

Signature of Suwanee Staff Completing Form: _____

Stipulations: _____

	<u>City Resident</u>	<u>Non-City Resident</u>
Fees: <u>2</u> hour minimum rental fee =	\$70.00	\$100.00
_____ Additional hours X =	(\$25.00/HR)	(\$40.00/HR)
_____ Additional Attendant(s)		
X _____ Hour(s) X \$30.00 =		
TOTAL DUE	\$ _____	

Police Number Required _____ Hours Required (4 hour minimum)

(ACTUAL STAFF HOURS WILL BE INVOICED UPON EVENT CONCLUSION)

Rental Payment Cash Check # _____ Name on CC/Check _____

Receipt # _____ Date Paid _____ Amount _____

DEPOSIT SHOULD BE PAID ON SEPARATE CHECK.

Deposit Cash Check # _____ Name on CC/Check _____

Receipt # _____ Date Paid _____ Amount _____

**(Call Tammy Hiler at 770-904-3379 in case of Cancellation due to Bad Weather, family emergencies & or problems with rental)
IN CASE OF EMERGENCY, CALL SUWANEE POLICE DEPARTMENT AT 770-945-8995.**