

Gladys Hair Park/Field & Aztec Market Rental Guidelines

Gladys Hair field rental including use of the Aztec Market gazebo-with electricity included by small power polls- \$100 for the day. (501c3 nonprofits may submit a copy of their documentation and a letter to the mayor in request to waive fee)

**** A Rental Day from 8 am – 6 pm ****(Evening events approved by Mayor on individual bases)

- An application must be picked up at City Hall and completed, it may be returned to City Hall or emailed to pagemtz@windstream.net **30 days** prior to event date. Requests must include the name of the event, type of event being held, contact information, date and times of the event and the *estimated number* of people attending the event. (The *prospective number* you hope to attend) Upon approval by the mayor, notice will be sent to the City Manager, Police Department, Fire Department, Public Works, and Economic Development for city preparedness of the function.
- Based on the number in attendance you may be required to rent a porta-potty and handwashing station. **A copy of the rental receipt for the porta-potties will be required to be submitted 15 days prior to the event date.** If an estimated number of people expected to attend exceeds 25 a porta-potty/handwashing station will be required. If the *prospective attendance number* exceeds 60 people- two porta-potties with one handwashing station will be required.
- **A copy of the flyer/advertisement for the event must be submitted 15 days** prior to the event. All events are subject to approval by the Mayor, the social media and any advertising must be submitted that coincides with the type of event being held. Flyers must list Gladys Hair Park and not Charlie Jackson Park (Charlie Jackson Park is only being used for gov't sponsored events moving forward due to lack of parking)
- A signed waiver and release of liability will be required by the event organizer (can be picked up at City Hall or emailed)

**** Park and venue must be left clean with no trash on ground. Pets must be leashed at all times and their waste cleaned up. No alcohol allowed for privately hosted events. No violence/disturbance allowed, or Montezuma Police Department reserves the right to terminate the event. (All of these terms/prices are subject to change once pavilion and bathrooms are built)**



City of Montezuma - Glady's Hair Park

Organization: _____

Applicant Name _____ Phone _____

Address: _____

Email Address: _____

Number of People: _____

Date of Use: _____ Time: _____

Provide a Detailed Description of Activity: _____

Park Rental Guidelines

Gladys Hair field rental including use of the Aztec Market gazebo-with electricity included by small power poles- **\$100** for the day.

** A Rental Day from 8 am – 6 pm **

General Park Rules

- Adult supervision required.
- No horseplay or fighting.
- Litter/Garbage is to be placed in provided trash containers.
- Profanity, loud music, and bad behavior will not be allowed.
- Pets must be kept on a leash no greater than 6'.
- No glass containers

Anyone damaging property or violating park rules will be prosecuted.

APPLICANT SIGNATURE

WAIVER AND RELEASE: The undersigned does hereby waive, release and indemnify City of Montezuma, Georgia (hereinafter City) from any and all claims, injuries, medical expenses, death or other forms of damage which may be incurred by the undersigned their heirs, successors and assigns in the use and separation of the Glady's Hair Park or any other facility owned and operated by the City. Said release and waiver is entered into voluntarily by the undersigned and shall not be void for any reason.

Signature of undersigned

Print name

Date:

OFFICE USE ONLY

Request Approved: Yes _____ No _____ Approved By: _____ Date: _____

Fees Paid: Yes _____ No _____ Method of Payment: Cash Check or M/O

Fees Waived: Yes _____ No _____ Fee Waived Approval by: _____ Date: _____