

SHAMROCK C.U.B. RENTAL

Rental: _____
Rental Day of the Week _____ Rental Date _____

Name: _____
Business or Organization if Applicable

Contact Person: _____
Business or Organization Representative if Applicable

Contact Number: _____ Business Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Type of Event: Wedding Reception Family Event Shower
 Birthday Party Business Meeting Other: _____

Do you plan to have any rental equipment dropped off at the facility? If so, please be sure to inform all contracted services involved with your use of the facility of the date and time you will have access. This includes caterers, florists, photographers, musicians, disc jockeys, friends, family members, and all others. No access for set-up or rehearsal is permitted before your scheduled date. (All rental equipment must be removed by the policy exit time.)

_____ Initials ONLY as acknowledgement of the above.

Number of Guests (200 Maximum Capacity): _____ Arrival Time of Guests: _____

(One Day Rental) Time In _____ Time Out _____

(Two Day Rental) Time In _____ Time Out _____

Do you plan to use the immediate yard area in addition to the inside of the facility? Yes No

Note on outdoor usage: Rental includes the immediate yard area around the building only: this does not include the reservoir areas. All outdoor usage must comply with the rental guidelines and is subject to and dependent upon review and approval by Authority Management. Failure on the renter's part to clearly communicate intended outdoor usage and obtain approval by Authority Management prior to the event could lead to cancellation of the scheduled event prior to or on the day of usage and/or loss of the compliance deposit if deemed necessary by Authority Staff/Management.

_____ Initials ONLY as acknowledgement of the above.

If you checked yes, explain your intended use:

I have read the guidelines and to the best of my knowledge stated the intended type of function I plan to hold in the facility. I understand that failure to follow the guidelines may result in the forfeiture of some or all of the compliance deposit and/or cancellation of the function prior to or DURING the actual function. I ALSO UNDERSTAND THAT THIS IS AN APPLICATION FOR RENTAL AND THE APPLICATION IS SUBJECT TO AND DEPENDENT UPON APPROVAL BY AUTHORITY MANAGEMENT.

(Name of Business or Organization if Applicable or Person)

(Signature of Representative or Person)

(Date)

**Do Not Complete This Section
For CCWA Personnel Only**

Amount Paid: _____ Check #: _____ Cash: _____ Receipt #: _____ Date: _____

Card #: _____ Date Checked Out: _____ Date Returned: _____

Compliance Deposit Charges: _____ Amount of Refund: _____

Request to Cancel: _____ Date Request for Refund Sent to Accounting: _____

Renters Insurance Certificate Submitted: _____ TULIP Purchased: _____

**CLAYTON COUNTY WATER AUTHORITY
SHAMROCK COMMUNITY USE BUILDING
2610 SHAMROCK ROAD, JONESBORO, GA 30236
RELEASE, INDEMNIFY, AND HOLD HARMLESS**

The undersigned individually, severally, and on behalf of the group or organization exercising the rights granted under the non-exclusive license, do hereby release the Clayton County Water Authority, its officers, managers, employees, agents, directors, and trustees of any and all claims for damage or injury to persons or property arising out of or in any way related to the use of the facility above described. The undersigned, individually and severally do hereby indemnify and hold Clayton County Water Authority, its officers, managers, directors, board members, employees, agents, and representatives harmless of any and all claims, demands, judgments, actions, costs, attorney's fees, and litigation expenses arising out of or in any way related to the undersigned's use of the Authority's Shamrock Community Use Building above described.

Print Name (Business or Organization if Applicable)

Signature (Business or Organization Representative if Applicable)

Date

Clayton County Water Authority

Date

**Clayton County Water Authority
Shamrock Community Use Building
2610 Shamrock Road
Jonesboro, GA 30236**

A payment of \$1,100.00 is required in order to reserve a date for use of the facility; Friday, Saturday, or Sunday. In the event of a cancellation, this money will be refunded to you provided a written notice of cancellation is received a minimum of sixty (60) days prior to your scheduled date of use. If less than sixty (60) days, only the compliance deposit will be refundable. If you need to reschedule your event, there will be a \$50.00 charge if it is less than thirty (30) days and a \$25.00 charge if more than thirty (30) days.

Breakdown of Costs

Rental Charge: \$700.00 per day for maximum of 200 persons

Compliance Deposit: \$400.00

This amount will be refunded to you in approximately ten (10) working days or more after the access card has been returned, provided the facility is left clean and undamaged. If the access card is lost or not returned within five (5) business days, there will be a \$15.00 charge withheld from the compliance deposit.

Set-up and clean-up must be accomplished between the hours of 8:00 am until 11:00 pm only on the date of rental.

All tables and chairs must be properly cleaned, returned to the storage rooms and stacked according to the signs posted in the facility. All kitchen equipment must be cleaned, and the refrigerator and freezer are to be emptied of all food items. All floors are to be swept and/or wet mopped (clear water only) on any spills as necessary and all other surfaces are to be cleaned. All personal and rental equipment must be removed by 11:00 pm, no exceptions. All items left will be discarded

An access card to the facility will be available the morning of the rental date. The access card is acquired at the facility from the security box located near the entrance door. The security box access code will be issued to the renter prior to their rental date. Occupancy of the facility is only authorized on your scheduled date of rental.

AMENITIES

Commercial Kitchen

- 1 - Dishwasher
- 1 - Stove with oven
- 1 - Refrigerator
- 1 - Freezer, upright
- 1 - Microwave Oven
- 1 - Ice Machine
- 1 - 30-Cup Coffee Pot

Tables & Chairs

- 20 - 8' rectangular (96"x30")
- 20 - 60" round
- 200 chairs, stackable

Audio Equipment

- Audio Receiver
- Laptop / Bluetooth devices

SHAMROCK COMMUNITY USE BUILDING GUIDELINES ON GROUP FUNCTIONS

Guidelines on usage:

The Authorities Buildings are designed to function as facilities that the public uses for weddings, receptions, reunions, birthday parties, etc. The buildings are also available to businesses for meetings and training seminars.

The buildings were not designed for, nor will they function as facilities for concerts or parties where the renters of the facility intend to charge an admission fee for the event at the facility. The facilities fee structures are based on capacities of the facilities and are not intended for groups larger than the capacity of the building even if the event is a reception type event where the guests do not arrive all at once.

All types of music whether live or recorded will be confined to the inside of the facility so as to not disturb the surrounding neighborhoods, households or other visitors to the reservoir recreation areas. Music must be played at levels that will not be heard externally. Violation will result in the loss of the compliance deposit and possible cancellation of the event.

***All renters are required to provide liability insurance coverage for the rental period that meets CLAYTON COUNTY WATER AUTHORITY INSURANCE REQUIREMENTS. Rentals are not considered final until insurance certificate is provided and approved.**

Tenant User's Liability Program <https://www.kandkinsurance.com/sites/Tulip/pages/TulipEligibility.aspx>

Once you are on the page:

- Type in **Clayton County Water** Authority for the Facility Name
- Select **State of Georgia** for the Facility State
- Select **Search**
- Choose **J.W. Smith or Shamrock Community Use Building**
- Select **Continue**
- Select the **Single Day Private Event**
- **Continue answering the remaining questions**

If you have an questions about this program, please contact Stacey Weber, with K&K Insurance Group, Inc. at 1.800.328.2317, ext. 5929.

No firearms or explosive devices, to include fireworks, are permitted on Authority properties.

The use of confetti, glitter or other similar products IS PROHIBITED in the facility and the surrounding grounds.

Rental is for the building facility and the immediate yard area around the facility; rental does not include any of the reservoir/public access areas located at the Shamrock or Blalock Reservoir Areas. **All intended use of the facilities and the immediate grounds of the facility must be communicated to and cleared by Authority personnel. Failure to communicate intended use may result in cancellation of the event scheduled if the event does not fall within the policies and guidelines for use of the Authority's facilities. Any rental is subject to and dependent upon approval by Authority Management.** Application for rental must be made a minimum of three (3) days prior to the event date.

Fee payment is required to reserve the building. All documents and hold harmless agreements must be executed by an adult at least 21 years old. A photo I.D. is required at the time of application. In the event of a cancellation, the fee money will be refundable provided you issue written notice of the intent to cancel a minimum of sixty (60) days prior to the event date. In the event you need to reschedule there will be a \$50.00 charge if it is less than thirty (30) days and \$25.00 if it more than thirty (30) days prior to your event.

*An access card to the facility will be available the morning of the rental date.

The compliance deposit portion of the rental fee will be refunded within ten working days provided that the building is left clean, undamaged and the group usage does not violate the stated policy. Rental groups are responsible for the set-up, takedown and cleaning of the tables, chairs and facility. All set-up and cleaning must take place during the hours of rental. Access allowed only between the hours of 8:00 am and 11:00 pm.

** Access hours are 8:00 am through 6:00 pm under the Monday through Thursday business hour special. **

All tables and chairs must be returned to the storage areas they were taken from. They must be returned clean and placed in the areas indicated by the signage in the storage rooms. Trash must be placed in the provided receptacles. The floors are to be swept and any spills mopped. All kitchen appliances and countertops are to be emptied and wiped clean.

All personal belongings and/or rental equipment must be removed at the end of the rental period. No rental equipment may be left in the building past 11:00 pm the last day of the rental period. (6:00 pm; Monday through Thursday Business hour special)

I have been informed that the facility will be decorated for the Christmas holiday by CCWA Authority staff. I understand no decorations may be removed. I agree to the use under these terms and conditions.

I have read the guidelines and I understand that failure to follow the guidelines may result in the forfeiture of some or all of the compliance deposit and/or cancellation of the event.

(Name of Business or Organization if Applicable or Person)

(Signature of Representative or Person)

Date of Rental: _____

Today's Date: _____