

RINGGOLD MARKET PAVILION RENTAL AGREEMENT

Date of Application: _____

Person/Organization Making Request: _____

Purpose of rental: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone #: (_____) _____ Email Address: _____

Mail Deposit refund to: _____

Event Date(s) Requested: _____

- \$200 Deposit is required to book the pavilion. Rental fee should be paid no later than 2 weeks before scheduled event date.
- Adequate adult supervision must be present at all times.
- Renter is responsible for providing adequate port-o-toilets and handwashing stations. _____ (int.)

Will alcohol be served at this event? No Yes If you answered yes, an additional refundable deposit (\$200), processing fee (\$50) and application will be required. Paperwork must be returned to City Hall 15 Days prior to your event. Please refer to the Preferred Caterer or Concessionaire application.

I have read, understand and agree to the above policy _____

Conditions of Agreement (READ ALL ATTACHMENTS BEFORE SIGNING)

The undersigned will hold the City of Ringgold, its officials, agents and employees exempt and harmless from any injury to persons or property arising from the use of Ringgold Market Pavilion as described in this application. The undersigned will further indemnify and hold the City of Ringgold, its officials, agents, and employees harmless for any and all loss, expense, damage, reasonable attorney's fees, claims and demands arising out of the undersigned's use of the premises as stated in this application.

The undersigned further acknowledges a receipt of Ringgold Market Pavilion Rental Information Sheets and agrees to adhere to all regulations and conditions contained therein and **be personally responsible for any damage or destruction of Ringgold Market Pavilion and premises during the period of use by the undersigned and the organization which undersigned represents.**

Signature of Applicant

OFFICE USE ONLY

Deposit Paid: date _____ amount: _____ Check # _____ cash

Rental Paid: date _____ amount: _____ Check # _____ cash

Key picked up by: _____ Key # _____

RINGGOLD MARKET PAVILION
RENTAL RATES
INDIVIDUALS, BUSINESSES AND CIVIC ORGANIZATIONS
(NON-PROFITS 10% OFF)

Day	All Day Rental	Fee
Monday	8:00 am to 10:00 pm	\$500.00
Tuesday	8:00 am to 10:00 pm	\$500.00
Wednesday	8:00 am to 10:00 pm	\$500.00
Thursday	8:00 am to 10:00 pm	\$500.00
Friday	8:00 am to 10:00 pm	\$500.00
Saturday	8:00 am to 10:00 pm	\$500.00
Sunday	8:00 am to 10:00 pm	\$500.00

ALL THE ABOVE RATES DO NOT INCLUDE THE \$200.00 DEPOSIT

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Deposit \$200.00

I have been informed of the rates and understand that the rates and deposit are two separate payments. Deposits are refunded to the name and address on the original check unless prior arrangements are made to send the refund to a different name and address. **Please allow 30 days for the return of the deposit.**

Print Name

Signature

Date

RENTAL INFORMATION

- Pavilion rental reservations are made through Ringgold City Hall at 706-935-3061.
- Pavilion may be used on a **Reservation Basis ONLY**, subject to the fees, rules, and requirements of the Application and Rental Information. Any individual or group wishing to use Ringgold Market Pavilion facilities must complete and submit an application, which is available at Ringgold City Hall during normal business hours.
- Individuals must be 21 years of age to reserve
- Adequate adult supervision must be present at all times
- All activities conducted must be in compliance with all laws, ordinances, rules and regulations of the Federal Government, the State of Georgia, and the City of Ringgold.
- The right to use Ringgold Market Pavilion can be revoked at any time due to misconduct, falsification of information on application, misuse of property or failure to comply with all federal, state, or city laws ordinances, rules or regulations by any individual, group, and organization. The City of Ringgold also reserves the right to prohibit any use of Ringgold Market Pavilion, which is contrary to public safety and welfare. A City representative will have the right to enter Ringgold Market Pavilion during any event.
- Ringgold Market Pavilion must be cleaned up and left in the same condition as it was when rented.
- The Deposit will be refunded when the key is returned and after an inspection is made of both the inside and outside of Ringgold Market Pavilion premises by a City Representative. In the event the Deposit will not cover the cost of cleanup or repairs the Renter will make arrangements with the City of Ringgold to pay all cost. Any and all cost of clean up or repairs will be deducted from the Deposit. **Please allow 30 days for the return of deposit.**
- Due to the event scheduling, Ringgold Market Pavilion and outside premises should be unoccupied by the end of the rental time.
- **Payment –**
 - Deposit is to be paid when reservation is made.
 - Rental Fee is to be paid **no later than two weeks** before the rental date.
- **Cancellation Policy –**
 - A **14-DAY WRITTEN NOTICE** is required, before the event, to cancel a reservation. When the City receives a cancellation notice before the required 14-day period, all Renter's deposit and rental fee will be refunded.
 - A notice to cancel a reservation that is received **7-13 DAYS** prior to the event will **forfeit their deposit** and **ONLY 50%** of the rental fee.
 - A notice to cancel a reservation that is received less than **7 DAYS** prior to the event **will forfeit ALL of the rental fee and deposit.**

I have read and understand the cancellation policy _____

- **Key –**
 - Pavilion key is picked up at the Administration Desk at Ringgold City Hall between 8:00 a.m. and 5:00 p.m. the day of your rental. **(If you have a weekend rental, then pick up the key at Ringgold City Hall before 5:00 p.m. on the Friday before your weekend rental.)**
 - Return the key to the Administration Desk at Ringgold City Hall or deposit it in the payment drop box behind Ringgold City Hall.

- **THE FOLLOWING ACTIVITIES AND ITEMS ARE PROHIBITED:**
 - **No items may be attached, glued, pasted, taped, nailed, stapled, or painted to the Pavilion interior at any time.**
 - Signs, posters, banners or other items of any type of advertisement may not be displayed in any manner inside or outside Ringgold Market Pavilion premises EXCEPT during the rental period.
 - Pyrotechnics and/or fireworks of any kind are **not** allowed inside the building or on the premises at any time.
 - **NO SMOKING ALLOWED.**
 - **No alcoholic beverages will be allowed without completion of a Preferred Concessionaire Application. Ask City Staff about how to complete this application.**

RULES FOR RINGGOLD MARKET PAVILION

1. Sweep floors and mop any spills with water.
2. Wipe down all tables and chairs.
3. **Dispose of all trash properly.** Bag all trash, inside and outside, and place in green City trashcans located outside the building. **DO NOT LEAVE TRASH BAGS BESIDE THE CANS.**
4. Turn off lights and secure the locks on the fences and the building.

I have read and agree to the above. I will also abide by the terms of the Ringgold Market Pavilion Rental Application that I have read and signed.

I understand that if Ringgold Market Pavilion is not cleaned, as directed above, I will forfeit the \$200.00 deposit.

Please Print Name

Date

Signature

ACKNOWLEDGEMENT OF GUIDELINES

I UNDERSTAND THAT OUR EVENT WILL HAVE TO FOLLOW THE GA DEPARTMENT OF HEALTH'S GUIDELINES AND RESTRICTIONS DUE TO COVID-19.

****This contract will become null and void if the Governor of the state of Georgia, Brian Kemp decides to continue the state of emergency disallowing concert venues to re-open due to social distancing guidelines from the COVID-19 pandemic.**

SIGNATURE _____ DATE _____