

RENTAL APPLICATION

PAULK PARK DEPOT

Fitzgerald-Ben Hill County Recreation
Fitzgerald, Georgia 31750
(229) 426-5050 FAX (229) 426-5059

Building Located at:
Paulk Park Road

Name of Individual/Organization: _____

Address: _____ City: _____ State: _____

Contact Phone Numbers: Home: _____ Work: _____

DESCRIPTION OF EVENT

BUSINESS EVENT

PERSONAL EVENT

Event Date(s): _____ Estimated Attendance: _____

Type of Event: Family Reunion Wedding Reception Birthday Other _____

Person in charge during event: _____

FACILITY RENTAL RULES AND REGULATIONS

1. A complete facility application and damage deposit is required before the facility may be booked.
2. Facility rental fee must be paid at least five (5) days prior to event date.
3. Damage deposit will be refunded after the event if there are no damages to facility or area.
4. No smoking is allowed in the Building.
5. No one is allowed to affix anything to the ceilings or walls.
6. Any organization or individual(s) damaging or destroying building/property will be held responsible for cost of repairs and/or replacement.
7. All items brought into the facility must be removed.
8. Key must be returned the following working day after event. Key deposit will be refunded upon return of key.
9. All trash, food and/or debris must be removed from building.
10. **No long term rental for General Public: No date will be guaranteed any sooner than one (1) month prior to requested date.**

ACKNOWLEDGEMENT

I acknowledge that I have reviewed and understand the information of this form and agree to follow the rules and regulations set forth for rental of this property. I further certify that the event will be as listed above.

Signature

Date

FOR OFFICE USE ONLY: (When application completed and event scheduled, this form must be faxed to Recreation Department)

Security/Damage Deposit: **\$150.00** Date Paid: _____ Key Deposit: **\$10.00** Date Paid: _____

Rental Fee: **\$225.00** (General Public) **\$150.00** (Business/Industries)

Amount Paid: _____ Date Paid: _____ Staff Signature: _____