

CITY OF SUWANEE PAVILION RENTAL CONTRACT

PAVILION: _____ RENTAL DATE: _____

Day: _____ Rental Hours*: From _____ To _____

*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) _____

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. I understand that funds that I pay for pavilion rental fees will be used for Public Art.

Signed _____ **Date** _____

OFFICE USE ONLY

Signature of Suwanee Staff Completing Form: _____

Stipulations: _____

	City Resident	Non-City Resident
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Fees:	_____ hour minimum rental fee	=	\$70.00		\$100.00
	_____ Additional hours X	=	(\$25.00/HR) _____		(\$40.00/HR) _____
	_____ Additional Attendant(s)				
	_____ 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 Nicole Schnepfer 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.