

**Clayton County International Park – VIP Complex
Policies and Regulations (Indoor Facility)**

These Policies and Regulations are intended for the Patron's and guests' protection and to ensure that all parties are aware of the privileges and liabilities associated with the use of Lakeview Events Complex (VIP Complex) located at Clayton County International Park (CCIP). Please make sure that persons assisting with the event have a copy of these Policies and Regulations. Failure to follow the Policies and Regulations may result in additional charges being assessed to the Patron.

1. CCIP does not hold dates. Reservations are issued to the first party to complete a contract and all required steps to guarantee the reservation. If a contract has not been signed and payment made, the event date will remain available for other parties.
2. Rental time includes setup and cleanup (this means the time needed for setup, removal of all personal items, breakdown of all equipment, etc.).
3. Full payment of room rental fee plus cleanup deposit is due when room is booked.
4. Setup and breakdown of CCIP items will be provided as agreed upon on the layout diagram. There will be a \$75 charge for any changes requested once a room is setup by CCIP staff.
5. All special requests (PA Equipment, Audio Visual Equipment, Wedding Package, etc.) Must be ordered two weeks prior to the event date.
6. Open candles on the tables are strictly prohibited. All candles must be domed or contained in such a way as to not create a potential fire hazard. Please check with CCIP staff concerning the use of candles, centerpieces and/or decorations.
7. Rice and bird seeds are not allowed in the Complex. "Send off" items may include rose petals, bubbles or bells. Please check with CCIP staff concerning the use of "send off" items.
8. Confetti is not allowed as decoration for the tables or for any other purposes.
9. All decorations/equipment must be removed at the end of any event. Any items left for more than 24 hours without a phone call or prior approval will be thrown away or become property of CCIP.
10. The affixing of anything to the walls, floors or ceilings of the Complex with nails, staples, tape or any other device or material is strictly prohibited. No tape on sheet rock walls or ceiling tiles. In the event that this is done, the cost to repair any damage to the Complex will be the responsibility of the Patron.
11. Furniture and/or equipment shall not be moved or removed from the Complex. Doing so may result in loss of deposit and/or become the Patron's responsibility for additional payment of damages.
12. All trash is to be placed in the trash receptacles. Liners within the receptacles shall not be removed. See CCIP maintenance or security staff for additional trash receptacles and/or liners.
13. Furniture, chairs, audio visual equipment, etc. shall not be placed on the dance floor.
14. The complex closes at midnight. No exceptions.
15. The Bridal Suite is available with rental of VIP Level 1 only.
16. Chaperone Requirement for groups of children 18 years old and under: One adult chaperone per twenty children and one security officer per 150 children.
17. A refundable cleanup deposit of \$350 is required when renting space in the VIP Complex. In order to receive your refundable clean up deposit, the room must be left in the same condition as when you rented it. The refund will be mailed within thirty days following the event date or applied to the credit card used to rent the facility.
18. Additional Activities/Services: Additional activities or services must be purchased through the Sales Office. This includes but not limited to Moonwalk, Giant Slide, Basketball Goal and equipment, Dunking Tank, etc.
19. All payments must be made by check, money order or credit card. No cash will be accepted.
20. Smoking or the use of tobacco products, including, but not limited to, snuff and chewing tobacco are strictly prohibited at all locations within Clayton County International Park.
21. Package prices that include consecutive days for rental of VIP and/or rehearsal dinners do not include clean-up for the following day. All clients must accept the VIP as is or may arrange cleaning of the facility by a CCIP member at an additional cost/fee.
22. VIP Rental Does Not Include Beach Admission. Access to the Beach requires an additional fee of \$9.00 per child ages 12 and under or \$11.00 for adults ages 13 and older. If the VIP Complex is rented on a Holiday Weekend (5/28/2011, 7/4/2011, 9/3/2011) a fee of \$10.00 per person will be taken at the front gate upon entrance to the park. All guests will be required to pay the Holiday Weekend rate of \$10 before entering the park and gaining access to the pavilion.
23. If alcohol is being served at the VIP Complex, a permit is required through the Community Development Office at an additional cost by a licensed caterer who has their catering alcohol license. Customers must provide a copy of the permit obtained through Community Development to the Sales Office at International Park 30 days prior to the event date. Park Security is required for the duration of the designated serving time and must be booked through the Sales Office at \$45.00 per hour with a three hour minimum.
24. International Park is not responsible for any items left unattended by the guests utilizing the VIP Complex. This includes items left overnight.

I agree to abide by the policies and regulations stated above and acknowledge that I will be held responsible for any damage to or littering within the Complex. In such event, I agree to pay for any cost of remedy, cleaning, repair or other damages, and I expressly authorized my credit card, (if given to pay for the booking) to be debited accordingly.

(Print full name of Patron)

Date

CCIP Authorized Agent

Date

Signature

Indoor Policies
Revised: 10/28/2010