



Parks and Recreation

Clayton County International Park Pavilion Rental Events - Policies and Regulations

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 Lake Spivey Splash and Park Pavilions 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.

All payments for pavilion, including security deposit are due when the pavilion is booked.

1. 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 in full, then the event date will remain available for other parties.
2. **There are no refunds due to inclement weather.** If assistance is needed on the day of event, please speak with your designed park coordinator.
3. All payments must be made by cash, money order or credit card (Visa or MasterCard).
4. Rental time includes setup and cleanup (this includes time needed for setup, removal of all personal items, breakdown of all equipment, etc.).
5. **Cancellation Policy:** You must notify the Sales Office in writing (by fax, email or in person) 30 days prior to your event date to receive a full refund. If you fail to notify us 30 days prior to your event, you will forfeit all monies including your security deposit. Cancellations paid by cash, money order or check, will be mailed from our Finance Department 30 days of your cancellation request.
6. A CCIP Coordinator will check your pavilion and the grounds around it to verify there is no damage/excessive clean up remaining. The Pavilion must be left in the same condition as you found it or your deposit will not be refunded. Deposits paid by cash, money order or check will be mailed from our Finance Department 30 to 60 days of your event.
7. The affixing of staples, thumb tacks, nails or other tacking item to the picnic tables or to any part of an outdoor facility is strictly prohibited. All signs, banners, balloons, etc. affiliated with the event, must be removed prior to exiting the park.
8. The use of chalk or other coloring on concrete floors or walls is strictly prohibited.
9. Skateboards, skating or bicycles on hand rails, picnic tables or pavilion floor is strictly prohibited.
10. The use of microwave ovens and portable generators in pavilions is strictly prohibited.
11. The use of electrical drop cords running from pavilions out into the picnic areas is strictly prohibited.
12. Tents not exceeding 10 x 10 feet are allowed in the picnic area. Tents larger than 10 x10 are prohibited as well as tents that require tools needed to hammer into the ground.
13. No trailer grills are allowed in the picnic areas unless authorized in advance by CCIP.
14. The pouring of food, oil or charcoal, or other material of any kind onto grass or dirt areas around Pavilions is strictly prohibited. Please use the receptacles designated for food or oil. Cooking on any surface inside the pavilion with rocks and charcoal is strictly prohibited.
15. All trash is to be placed in the trash receptacles. Liners within the receptacles shall not be removed. Contact your CCIP Coordinator for additional trash receptacles and/or liners. Charcoal is to be left in the stationary grills.
16. Parking in or around pavilions (except for loading and unloading) is strictly prohibited. Parking is permitted only in areas marked for parking.
17. Fishing without a fishing license is not allowed by the Georgia Fish and Game Commission. Day licenses may be purchased from most sporting good stores and/or discount stores.
18. If you depart your pavilion early, you are not authorized to grant access to the pavilion by another user. If you do so, you will forfeit your security deposit.
19. **Additional Activities/Services:** All additional activities or services must be arranged 30 days prior to your event pending approval through our Risk Management Department. This includes but not limited to Moonwalk, Giant Slide, Basketball Goal and equipment, Game Truck, etc. Dunk Tank and Water Slides are prohibited.
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. Electricity and water are provided at some pavilions throughout the park, but are not guaranteed based on unpredictable circumstances out of reach for Clayton County International Park. Such instances may include but are not limited to severe weather (lightning or floods) and/or Clayton County Water Authority restrictions.
22. Alcohol is permitted at all pavilions under advised guidelines and restrictions. All requests must be approved prior to an event through the Sales Office and will require the use of a licensed bartender with a current pouring license. When serving alcohol at CCIP, security is required from the designated serving time until the end of the rental. Security must be booked through the Sales Office at a cost of \$50.00 an hour with a three hour minimum. For any questions or concerns, please contact a representative from the Sales Office at Clayton County International Park (770) 603-4005.
23. Clayton County International Park is not responsible for unexpected environmental conditions such as bugs, flies, mosquitoes, and/or bees at pavilions and will not refund any portion of the rental fee based on this occurrence. Refunds will not be granted due to environmental conditions including inclement weather.
24. Spivey Splash Group Tickets may be pre-purchased no later than five (5) days prior to an event at a group rate of \$10.00 per person. To qualify for Group Ticket rates, a minimum of 20 tickets is required and tickets must be purchased in a single transaction.
25. All guest will be required to pay the Holiday Weekend rate of \$10.00 per person before entering the park and gaining access to the pavilion. Pre-purchased tickets are not available on Holiday Weekends.

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 time, cleaning, remedy, repair or other damages, which I authorize by credit card or other form of payment, to be debited accordingly.

Client's Name (Print)

Date

Credit Card Holder's Name (Print)

Date