CITY OF DAHLONEGA
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Dahlonega, Georgia 30533
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HANCOCK PARK PAVILION RENTAL POLICIES

This rental includes the use of the Hancock Park Pavilion, restrooms, storage closet and a reasonable distance around the pavilion. This distance has been determined to be 20 feet.

Rental Fees

The rental fee and deposit are due when the application is submitted. Proof of insurance coverage may be required for some types of events. Application review can be expected within 30 days. Review and approval are required.

Base fee for 1-5 hours **Small private functions such as parties are not subject to damage deposit. However, repairs for any damage to the site as determined by City staff will be the responsibility of the renter.** **All rental fees for events open to the public are required to pay an additional $100 refundable deposit.**			
Rental Fees Monday-Thursday		**Rental Fees Friday-Sunday**	
City Property Owner	Non-City Property Owner	City Property Owner	Non-City Property Owner
$75	$125	$100	$175
Non-Profit Organizations* City Property Owner	Non-Profit Organizations* Non-City Property Owner	Non-Profit Organizations* City Property Owner	Non-Profit Organizations* Non-City Property Owner
$40	$65	$50	$90

***Non-profit organizations (must provide IRS-issued proof of status)**

Events taking place over multiple, consecutive days and rentals 6 hours or more:

Base fees for 6 or more hours **All rental fees require an additional $100 refundable deposit.** **Fees listed below are per day.**			
Daily Rental Fees Monday-Thursday		**Daily Rental Fees Friday-Sunday**	
City Property Owner	Non-City Property Owner	City Property Owner	Non-City PropertyOwner
$115	$200	$150	$265
Non-Profit Organizations * - City Property Owner	Non-Profit Organizations* - Other	Non-Profit Organizations* - City Property Owner	Non-Profit Organizations* - Other
$60	$100	$75	$135

***Non-profit organizations (must provide IRS-issued proof of status)**

ALCOHOL BEVERAGE LICENSE APPLICATION (City Clerk, cityclerk@dahlonega.gov)

- Temporary Special Event Alcoholic Beverage Application for non-profit organizations: The State of Georgia handles our temporary special event alcoholic beverage applications through the centralized alcohol portal (APL) at the Georgia Tax Center (GTC) site. Applications for the temporary special events are available on the GTC site**.** Once completed, the application and accompanying documents must be uploaded to the ALP for review by the State Alcohol Tobacco Division and the City of Dahlonega Clerk's Office 60 days before the event. The Main Street-approved application for the event must accompany the application. Council approval may be required for events so that a 60-day window will allow adequate time for Council Approval. The fee schedule is shown on the site, and payments are accepted at City Hall or the GTC site. Application fees are required with the application. Applicants must comply with all stipulations outlined in the City of Dahlonega Temporary Alcoholic Special Events Application. Upon Council approval, the City Clerk's Office will issue the Temporary Special Event Alcoholic Beverage License, valid only for the event for which the permit is issued.
- Off-Site Catering Alcohol Beverage Application for-profit and non-profit organizations: The City Clerk's Office accepts all Off-Site Catering alcoholic beverage applications for events in the City of Dahlonega. The application must be provided to the City Clerk's Office with the Main Street-approved application for each event. The application is available on the City of Dahlonega website. The application must be completed and sent to the City Clerk 60 days before the event. Council approval may be required for events so that a 60-day window will allow for adequate time for Council Approval. The fee schedule is shown on the application, and payment is required with the application. Upon Council approval, the City Clerk's Office will issue the Off-site Alcoholic Beverage License, valid only for the event for which the permit is issued. (An organization with a consumption on-premises alcoholic beverage license completes this application for the event organization and is responsible for adhering to our code of ordinance for Alcoholic Beverage License)

PRE-AND POST-EVENT MEETINGS:

- A representative from the City Police Department, the City of Dahlonega, and the group sponsoring the event will be invited to meet at City Hall at least one month prior to the event. All public safety considerations will be discussed at this meeting. In the event alcohol is to be sold at the event, the City Clerk will also be present at the Pre-Event Meeting.
- After the event takes place, the same representatives will come together for a post-event meeting to discuss its outcome and how the event could be improved in the future. Staff will also go over any additional fees that the event coordinator may have incurred during the event and determine how much of the damage deposit will be returned.

PUBLIC SAFETY AND SECURITY:

- Special event producers may be required to hire off duty officers or certified flaggers for public safety duties and traffic control. It is the event producer's responsibility to make all arrangements and pay any fees.
- Booths that back up to sidewalks must have at least three feet of space between each booth. This is to allow pedestrians to walk from road to sidewalk easily in case of emergency.

MEDICAL:

- For all multi-day events, medical personnel will be required to be on site. Medical supplies are the responsibility of the event producer.

INSURANCE:

- Prior to issuance of a permit the city may require liability insurance, property damage insurance, and a hold harmless agreement indemnifying the city for any personal injury or property damage arising from the event. Insurance must be submitted 15 days prior to the event.

PARKING:

- The event producer is required to advertise overflow downtown parking locations on the event website/social media pages. These locations are 147 North Park Street and the University of North Georgia parking deck (access on South Chestatee Street and West Main Street). A map of these locations will be provided to the event producer by City staff.
- The City of Dahlonega will provide signage directing traffic to the University of North Georgia decks with daytime and nighttime visibility.

RESERVATION/APPLICATION PROCESS:

- Reservations must be made at least one month in advance.
- Reservations may be made up to one year in advance.
- Reservations are not transferable.
- Reservations cannot be secured by telephone.
- Applications may be submitted to aalexander@dahlonegadda.org or submitted in person at City Hall.
- The applicant must be age 21 or above.
- All applicants must present proof of residence with photo identification at the time application is submitted.
- Application review can be expected within 30 days. After review, the applicant will be advised of fees which may be required. (For example, damage deposit, rental fees, security, sanitation, solid waste, and public safety based upon the size and type of event and based upon review and recommendation by the Special Events Committee).
- All renters must complete and sign the rental agreement.
- At the discretion of the DDA Director, a Pre-Event Meeting may be required prior to the event.

DEPOSIT, CANCELLATIONS, REFUNDS:

- The deposit refund will be mailed to the organization or individual within fourteen (14) business days after the rental, providing that the renter and staff closing walk through is completed, that no damage occurred, and that the facility was left clean.
- The renter must return the rental permit upon cancellation to begin processing any refund.
- Refunds will not be issued due to inclement weather or failure on the part of the renter to use the facility on the date reserved.
- Refunds will only be issued for cancellations made 48 hours or more prior to the rental date, minus a $25.00 service charge. The service charge is waived for non-profit organizations. Cancellations made less than 48 hours prior to the event will result in forfeiture of the deposit or the rental fee, whichever is less.

RENTER'S RESPONSIBILITIES:

- Prior to the start of the rental, it is the renter's responsibility to perform a walk-through of the facility with the staff member to identify any prior damages, irregularities, etc. (Failure to perform the walk-through forfeits the renter's case against damages or irregularities found after the rental.) Following the rental, the renter may be required to perform the walk-through with staff to conclude that no damage occurred, and that the facility was left clean.
- The renter is entitled to use the facility for the time specified in the reservation. Time spent on set up and clean-up of the facility is considered part of the rental. Renters will be charged accordingly for any overage.
- The pavilion floor should be swept and cleaned if the rental involves food consumption.
- All visible trash must be picked up, bagged, and deposited into trash receptacles or carried away from the site to an appropriate trash receptacle. The first trash receptacles for use are the rolling trash cans located outside of the pavilion. If these are full, the dumpster located in Hancock Park may be used. Trash must be placed inside the dumpster.
- Restrooms must be cleaned and free of trash.
- Renters are responsible for facility damage and will pay for any necessary repairs.
- Renters must abide by the laws of the State of Georgia and the Ordinances of the City of Dahlonega.
- Failure to comply with these may result in the rental agreement being voided immediately and the renter being required to leave the premises.
- The rental permit holder must be present on site with the permit during the entire rental period, including set up and clean up.
- Renters must obtain other necessary permits from the police, the fire and health department if applicable.

PROHIBITED ITEMS:

- No grills or cooking allowed. This includes pull-behind grills and grills in truck beds. Food must be brought in.
- No decorations using tape, thumb tacks, nails, screws (table decorations and free-standing signs are allowed during the rental period)
- No alcohol without appropriate city and state permits, tobacco products, drugs, or illegal substances are allowed in the park.
- No vehicles are allowed in the park.
- Any music must meet Noise Ordinance regulations: https://library.municode.com/ga/dahlonega/codes/code_of_ordinances?nodeId=PTIICOOR_CH22OFMIPR_ARTIINGE_S22-5NOPO (hard copies available).
- No other areas of the park can be roped off limiting access for public use.
- No unleashed pets. Owners must clean up pet waste. The upkeep of the pet area is not included in the rental agreement. If applicants want this station serviced prior to their rental a request must be made at the time of application.
- No games or activities that could damage the lawns.
- No glass containers.

RESERVATIONS DENIED, PERMITS TERMINATED:

A request for reservations may be denied for cause, including, but not limited to, the following:

a. Failure to abide by city park rules and regulations, state laws, or city ordinances on a previous occasion.
b. Issuance by the renter to the city of a check for insufficient funds (may be corrected by the applicant within three business days or the reservation is cancelled).
c. If the rental is deemed not to be in the best interest of the city.

A reservation permit may be revoked or terminated if:

a. Information submitted on the permit application is discovered to be false.
b. The renter violates a policy, rule or regulation as set forth in the permitting process.
c. The renter transfers or attempts to transfer the privileges contained in the permit to another party.
d. The city manager deems it to be in the best interest of the city.

I have read and understand the above-listed rules and policies and agree to abide by them.

SIGNATURE OF APPLICANT REQUIRED: _____

PRINT NAME: _____ **DATE:** _____

The City of Dahlonega Hancock Park
Pavilion Rental Application

Applicant's Information: **(please print legibly) Name of Applicant:**

Applicant's Phone Number: _____

Applicant's Email Address: _____ **Cell #** _____

Applicant's Mailing Address: _____

_____

Event information:

Estimated Number of People Attending: Event Description:

_____

_____

_____

_____

Organization Sponsoring the Event: _____

Event Date: _____

Event Time (start and stop time – including set up and break down): _____

***If your event takes place while the Dahlonega Farmers Market is open two weeks' notice must be given to move or close the market.**

Is this event open to the public? **YES** ☐ **NO** ☐

Is this the first time for this event? **YES** ☐ **NO** ☐

Do you propose to use pop-up tents? **YES** ☐ **NO** ☐

What size tents? _____ **(All tents larger than 10X10 must be approved by City Council)**

Will loudspeakers/sound amplification be used? **YES** ☐ **NO** ☐

Will there be retail vendors selling goods? **YES** ☐ **NO** ☐

Will there be food vendors selling goods? **YES** ☐ **NO** ☐

If yes, additional sanitation services may be required by City staff. Please note no cooking is allowed in Hancock Park.

Will there be alcohol sold at this event? **YES** ☐ **NO** ☐

If so, please complete a Special Events Alcohol Application (available on the City Website under City Applications & Forms) and submit it to the DDA Office with this packet.

How do you plan to publicize this event? Include information regarding off-street parking options in your marketing efforts and your attendee databases. Parking information is available from the Main Street Office. Include website & social media pages so they can be incorporated into City of Dahlonega marketing efforts.

_____

_____

Is a parade or 5K run included in your event? YES ☐ NO ☐ *If yes, please complete the City of Dahlonega Parade and 5K Permit Application and contact staff@dahlonegadda.org or call 706-482-2707. Separate fees may apply. If the route includes a State Route, coordination with GDOT is required.

Will there be road closures? YES ☐ NO ☐ *If yes, please provide a map showing all proposed closures and detour routes. Events closing roads will be required to work with law enforcement for pedestrian and traffic control. Additional fees may apply.

What times will roads be closed and reopened? _____

_____

_____

Staff Use Only:

Permit Application Received: _____ **Permit Reviewed By:** _____

Application Recommended for: Approval ☐ **Denial** ☐ **Council Review** ☐

Pre-Event Meeting Scheduled: _____

Post-Event Meeting Scheduled: _____

Fee Paid: _____ **Method:** _____ **Date:** _____

Deposit Paid: _____ **Method:** _____ **Date:** _____

Deposit Refunded: YES ☐ **NO** ☐

Reason, if No:

_____

Date Refund Check Processed:_____

STAFF USE ONLY

SERVICES TO BE PROVIDED	
ARRANGEMENT TERMS	

REQUIRED SIGNATURES		
EVENT PLANNERS	PRINTED NAME	PRINTED NAME
	SIGNATURE	SIGNATURE
	DATE	DATE