

# CITY OF KENNESAW • SWIFT-CANTRELL PARK • PICNIC PAVILION RENTAL AGREEMENT

Admin Office: 2753 Watts Drive, Kennesaw, Georgia 30144 • 770-422-9714 • 678-460-3373 fax • www.kennesaw-ga.gov/pkrec  
 Swift-Cantrell Park is located at 3140 Old 41 Highway, Kennesaw, Georgia 30144



Reserve a picnic area for your next social gathering. Swift-Cantrell Park has three 1,320-square-foot open-air pavilions, each with enough picnic tables to accommodate 60 people. Each pavilion has two charcoal grills. There is no lighting under the pavilions and no electrical outlets.

## Rules & Policies

- Pavilions may be reserved Monday through Sunday 9:00 a.m. to 8:00 p.m. Pavilions must be vacated at dark. Rentals require a two (2) hour minimum.
- Rentals are required for all groups consisting of 25 people or more.
- No one under 18 years of age is permitted to reserve facilities. Rental applicant must provide adequate supervision.
- Rental applicant is responsible for leaving pavilion site in a clean and orderly condition by the rental end time. This includes the disposing of all waste in trash cans, wiping down all picnic tables (including seating), cleaning up all spills, and extinguishing charcoal fires (if grills were used). If picnic tables are moved, they must be returned to their original location. Failure to comply will result in loss of security deposit.
- Rental time must include setup and clean up. Please allow appropriate time for setup before the event and clean up after the event.
- **Due to circumstances beyond our control, we do not guarantee the condition of the pavilion upon arrival, or parking availability.**
- All vehicles must park in parking lots.
- No tents or canopies are permitted without prior approval.
- No signage may be erected. No flyers, brochures or literature may be distributed without prior approval from the Parks & Recreation Director.
- Fires are permitted in park-supplied grills only. Rental applicant must provide charcoal. Gas grills are NOT permitted.
- Alcoholic beverages and glass containers are prohibited.
- The use of tobacco products is prohibited, except in parking lots.
- Amplified sound is prohibited. Please keep music at an acceptable (low) volume so that it will not infringe upon other park users or adjacent neighbors.
- Commercial use of the pavilions is prohibited. No sales of any kind may take place without prior approval from the Parks & Recreation Director.
- No special entertainment and equipment (e.g., moonwalks, dunk tanks or inflatables) are permitted without prior approval from the Parks & Recreation Director.
- Animals are not permitted under the pavilions.
- No decorations or temporary fixtures may be affixed to pavilions, picnic tables or grills with tape, nails, tacks, staples, or any application that will cause irreversible damage.
- **Cancellation Policy:** Rentals cancelled in writing 15 days prior to the event date will be subject to a cancellation fee of \$15.00. No refunds will be given for cancellations made with less than a 15 day notice.
- **Incident Weather Policy:** Refunds will not be issued due to weather conditions existing on your event date, however a credit for future use of a pavilion may be granted at the discretion of the Parks & Recreation Director.

## Fees

Security Deposit	Kennesaw City Resident	Non-Resident
\$50.00	\$15.00/hr (2 hour minimum)	\$35.00/hr (2 hour minimum)

## Application

Reservations must be made in-person during regular office hours, Monday through Friday, and are scheduled on a first-come, first-serve basis. Reservations for weekend rentals must be made by Thursday at 5:00 p.m. Full payment and refundable (damage/cleaning) deposit is due at the time of reservation.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Company Name (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Tel (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Purpose of Event (be specific): \_\_\_\_\_  
 Pavilion Requested: The General The Mustang The Warrior Applicant Type: Kennesaw City Resident Non-Resident  
 Date of Event: \_\_\_\_\_ Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

## Required Signature

I have read all of the Rules & Policies above and agree to comply with my signature below. I understand that my security deposit may be forfeited or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental. I understand that I must be present for the duration of the rental and assume all liability for clean up and damages.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Permit#: \_\_\_\_\_

The City of Kennesaw reserves the right to refuse application for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.

## Payment Information (checks payable to "City of Kennesaw")

Security Deposit: \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Visa/MasterCard/Amex # \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Rental Fees: \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Visa/MasterCard/Amex # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Approved by \_\_\_\_\_ Date: \_\_\_\_\_ (Revised 12/3/2013)