

# DEPOT PARK • TUNNEL AMPHITHEATRE RENTAL AGREEMENT

Admin Office: 2753 Watts Drive, Kennesaw, Georgia 30144 | 770-422-9714 | 678-460-3373 fax | www.kennesawparksandrec.com  
 Depot Park is located at 2830 Cherokee Street, Kennesaw, Georgia 30144



Reserve the Depot Tunnel Amphitheatre for your next private function or special event. The Depot Tunnel Amphitheatre can accommodate up to 60 attendees. There one electrical outlet in the amphitheatre that can be used during rented functions. **The power is a standard 120V outlet.**

## Rules & Policies

- Depot Tunnel Amphitheatre may be reserved Monday through Sunday 9:00am to 8:00pm. Rentals require a two (2) hour minimum.
- No one under 18 years of age is permitted to reserve facilities. Rental applicant must provide adequate supervision.
- Rental applicant is responsible for leaving the Depot Tunnel Amphitheatre site in a clean and orderly condition by the rental end time. This includes the disposing of all waste in trash cans, and removing of all equipment and decorations brought in for the event. 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 amphitheatre upon arrival, or parking availability.**
- All vehicles must park in parking spaces. Parking is available at Depot Park and public parking in the downtown area within an easy walk to the amphitheatre. Parking is not guaranteed for Depot Tunnel Amphitheatre rentals. There is no vehicle access to the amphitheatre.
- No signage may be erected.
- No grilling is permitted in Depot Park or Depot Tunnel Amphitheatre.
- Alcoholic beverages and glass containers are prohibited.
- The use of tobacco/ e-cigarettes products is prohibited.
- Amplified sound is allowed. 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 Depot Tunnel Amphitheatre 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.
- No decorations or temporary fixtures may be affixed to any railings, light fixtures, walls or kiosks 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 15 days notice.
- **Inclement Weather Policy:** Refunds will not be issued due to weather conditions (e.g. rain, sleet, snow, ice, etc.) existing on your event date, however a credit will be issued towards a future rental and/or program registration.
- **Special Event Policy:** Events open to the public are allowed. Special Event requests must be made 90 days in advanced through the City of Kennesaw's Events Committee. Applications are available through the City Manager's Office and require a \$50 application fee in addition to rental fees associated with Depot Tunnel Amphitheatre. Special events will be subject to all guidelines outlined in the Events, Parades, and Public Gatherings ordinance.

## Fees

Security Deposit	Kennesaw City Resident	Non-Resident
\$50.00	\$30.00/hr (2 hour minimum)	\$50.00/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 must be made at least one week in advance. Full payment and refundable (damage/cleaning) deposit is due at the time of reservation.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel (H): \_\_\_\_\_ (C): \_\_\_\_\_ Applicant Type:  Kennesaw City Resident  Non-Resident

E-Mail Address: \_\_\_\_\_ Purpose of Event (be specific): \_\_\_\_\_

Power Needed?  Yes If Yes, what will be used: \_\_\_\_\_  No

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: \_\_\_\_\_

The City of Kennesaw reserves the right to refuse application for 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 3/27/2018)