Revision
10/24/2017

Howard Gilman Memorial Park
120 St. Marys Street
St. Marys, GA 31558
Phone: (912) 510 4041
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Howard Gilman Memorial Park

(Physical Address: 120 St. Marys Street, St. Marys, Georgia 31558)

Reservation Application

Name of Organization Represented: _____

Name of Applicant: _____

Address: _____

Phone: _____ **(Daytime)** _____ **(Evening)**

Type of Event: _____
(i.e.: *Ceremony, Wedding, Reunion, Etc.)*

Area to be reserved: ____ **Gazebo** ____ **Picnic Area** ____ **Stage** ____ **Fountain**

Date of Reservation: _____

Beginning Time*: _____ **Ending Time*:** _____
(*NOTE: *The times must include set-up and clean-up.*)

Music Hours:** _____ **Expected Attendance:** _____
(**NOTE: *The City's Noise Ordinance will not permit music to be played after 11:00 PM.*)

Applicant's Signature: _____ **Date:** _____

To be completed by City Personnel

City Personnel Accepting Application: _____

Date application submitted: _____

Tran#60

100-38.1010	**$**	**Special Events Rental**
100-12.2600	**$**	**Deposits Payable**

*****Please note city is planning street & highway renovations which may cause inconvenience from March 2018-December 2019. City will also be doing repairs to marine facilities from November 1, 2017 until completion.*****

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HOWARD GILMAN WATERFRONT PARK, TILDEN NORRIS MARSH WALK, AND OSBORNE STREET PAVILION GENERAL RULES AND REGULATIONS

PART I: DISPLAY THE FOLLOWING AT THE RESTROOM AREA

The park and structures have been provided by the City of St. Marys, the Howard Gilman Foundation and U.S. Department of Transportation (ISTEA Grant) for the use and enjoyment of the general public. Your cooperation and care in making this a very special place to be enjoyed by all is greatly appreciated. It is in this spirit that these rules and regulations are posted. They are not intended to restrict your use. They are intended to ensure that all the Citizens of St. Marys and their guests may enjoy this beautiful place.

1. No littering. Please place your trash in the receptacles, which have been provided. This is particularly important in the picnic and pier areas.

2. Defacing or removal of any park or facility property is prohibited and will be strictly enforced.

3. For the safety of all, no motorized or self-propelled pleasure vehicles (cars, trucks, vans, golf carts, bicycles, skateboard, scooters, skates, etc.) are to be used in the park, park extension or structures.

4. The use of radios, televisions, boom boxes, etc., must at a minimum, comply with the City's Noise Ordinance. More importantly, please consider others in the use of these devices.

5. No open alcoholic containers are allowed, except as may be approved by specific approval of City Council. No illegal substances are allowed.

6. Children playing in the "tot-lot" must be accompanied by an adult.

7. No vending in the park or structures without the approval of the City Manager.

8. Any animal in the park or structures must be on a leash and the owner shall be responsible for the removal of any excreta deposited on plants, structures or ground in the park.

9. Decoration and/or deface of the Fountain is prohibited. No material of any kind may be placed on or in the Fountain. Swimming or wading in the Fountain is prohibited.

10. No juveniles 16 or under shall be allowed in the park, without a parent present, between the hours of 10:00 p.m. and 7:00 a.m.

11. No open flames will be allowed in the park.

PART II: USE OF CITY FACILITIES BY PRIVATE INDIVIDUALS OR GROUPS

1. Portions of the park, gazebo, amphitheater/stage, and picnic area, may be reserved for private events, such as weddings, receptions, reunions, etc., with the understanding that the general public may still use the park. Each portion will be billed separately. When all three portions are rented the cost is listed in the attached Fee and Deposit Schedule. If for any reason, another party arrives and begins to have a function in the area you have reserved, please call 911. The dispatch center can send out an officer to assist you. **Cancellation of this contract by the applicant will forfeit ½ (half) of the entire deposit and rental fees.**

2. The Osborne Street Pavilion and Tilden Norris Marsh Walk may also be reserved for private events, such as weddings, etc., with the understanding that the general public may still use the facility. Each facility will be billed separately. Each facility cost is listed in the attached Fee and Deposit Schedule. If for any reason, another party arrives and begins to have a function in the area you have reserved, please call 911. The dispatch center can send out an officer to assist you.

3. Permits for such private use will be approved by the City Manager or his/her designee.

4. Permits shall be in the form provided for other City properties. They will specifically include the area(s) to be used, the length of time to be used and all other relevant information normally required for the use of City properties.

5. Special preparations for such events will be the responsibility of the user, under the supervision of the City Manager or his/her designee. Expenses for such preparation will be the responsibility of the user. Under no circumstances will such preparations permanently alter or deface the park. In this regard, decorations, which require the use of fasteners, such as nails or staples, are prohibited, even if they will subsequently be removed. Tents must be of the pop up variety with no stakes driven into the ground. All tents larger then 12x12 shall require a nonrefundable site fee deposit and must meet applicable requirements to the fire and life safety code. Any decorations being used may not puncture the ground, such as flag poles, and signage or archways.

6. Cleanup after the event shall be the responsibility of the user, as well as the cost of any damages that might occur. A security deposit and non refundable administrative cost is required to reserve one or more portions of the park or other facility. The applicant will be refunded a portion of the deposit, if the user fulfills his/her responsibilities. If for

some reason the applicant changes the date of the event he/she will not be able to transfer the original deposit to a new date.

7. Any signage and/or decorations installed by the applicant as part of the event must be removed within 24 hours of the conclusion of the event. Any signage removed by City employees will reduce the returned deposit as identified in the Fee and Deposit Schedule. Failure to comply with this directive will cause a forfeiture of deposit.

PART III: EVENTS FOR WHICH ADMISSION WILL BE CHARGED

1. Any event in the park or other facility, which requires an admission charge, must be approved by the City Manager.

2. As a minimum, the same rules and regulations from Part I and II shall apply. For-profit organizations shall require a contract for partial or exclusive use of the park as identified in the Fee and Deposit Schedule.

I have read and understand that failure to read and adhere to these rules will not serve as an excuse for violation of these rules.

Applicant's Signature	**Date**

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Fee and Deposit Schedule

Components/Facilities	Non Refundable Fee	Refundable Deposit
Howard Gilman Waterfront Park Amphitheater Stage	$300.00	$100.00
Howard Gilman Waterfront Park Gazebo	$200.00	$50.00
Howard Gilman Waterfront Park Picnic Area	$100.00	$50.00
Bug Spray for Howard Gilman Waterfront Park	$450.00 + $25 admin fee**	None
Tilden Norris Marsh Walk & Pavilion	$100.00	$50.00
Osborne Street Pavilion	$150.00	$50.00
Water Fountain	$100.00	$25.00
Howard Gilman Waterfront Park-All Components	$600.00	$200.00
Howard Gilman Waterfront Park-Closure (City Council Approval)	$600.00 minimum. For-profit organizations 10% of admission charge	$100.00
Sign and Decoration Removal by City Employee	$10.00 each	Reduced
Tent Site Deposit	$150.00	None

**This one time service will be performed prior to the event depending on vendor availability