



Harmony Park Rental Application

Applicant and Sponsoring Organization Information	
GROUP NAME:	
RESPONSIBLE PARTY:	NUMBER IN PARTY:
STREET ADDRESS:	
CITY / STATE / ZIP CODE:	
DAY PHONE:	CELL PHONE:
E-MAIL ADDRESS:	
DATE REQUESTED:	EVENT DURATION/TIME: <i>(Include time for setup, cleanup.)</i>
DESCRIPTION OF EVENT TO BE HELD IN HARMONY PARK:	
DOES THIS EVENT BENEFIT A CITY OF DECATUR NON-PROFIT ORGANIZATION? LIST:	
IS THIS A FIRST TIME EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF HELD BEFORE, WHERE AND WHEN?	

Rental Costs
<p>City of Decatur Residents: \$25 for two hours</p> <p>Refundable damage/sanitation fee: \$100 (Separate check; will be returned if area is cleaned of trash with no evidence of tape, staple or nail use and key to electricity is returned).</p> <p>The individual or group whose name appears on this form has reserved this facility and is entitled to its use for the period indicated. Any unauthorized group that might be using the facility is expected to relinquish it upon presentation of this form. The above named individual/group is not expected to occupy the facility until the time indicated and should relinquish it at the end of the reserved time if others are waiting.</p>



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Additional Information

Cleanup: The city's ground maintenance division has a limited maintenance crew to care for Decatur's public spaces, so we ask your cooperation in leaving the area as clean as possible for the next group. Trash receptacles are provided. **Please be careful to pick up all glass.**

Sound volume: Groups are expected to respect the rights and privileges of others in the surrounding office buildings as well as residents. The use of amplified music or sound should be restricted to after business hours, and must end by 10 pm, in accordance with the City of Decatur's noise ordinance.

Restrooms: No public restroom facilities are provided with this rental. Local businesses cannot be expected to provide restrooms for your guests. We suggest that you consider renting portable restroom units. Please coordinate the delivery and placement of these units with the City of Decatur Special Events Coordinator. Pit Stop (770-439-2888) is a trusted vendor familiar with the placement of portable restrooms for Decatur events, but other companies can also provide this service.

Electricity: Electrical power is provided at Harmony Park for your use.

This agreement covers use of the lawn and paved areas within Harmony Park.



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Agreement and Signature

I have read and understand the rules and regulations for rental of Harmony Park.

_____ (INITIALS)

NAME (PRINTED):

SIGNATURE:

DATE:

SEND YOUR COMPLETED RESERVATION TO:

City of Decatur Special Events
Attn: Jacqueline Moore
PO Box 220, Decatur, GA 30031
678-553-6574, Email:
jacqueline.moore@decaturga.com

Office Use Only

DATE RECEIVED:

PAYMENT RECEIVED

DAMAGE/SANITATION FEE RECEIVED

APPROVED BY:

DATE: