



CITY OF ATLANTA

Office of Parks

233 Peachtree Street, NE
Harris Tower, Suite 1600
Atlanta, Georgia 30303
(404) 546-6757 E-Fax (404) 546-9635
parksreservationist@atlantaga.gov
www.atlantaga.gov

OR

Mayor's Office of Special Events
55 Trinity Avenue, SW Suite 2400
Atlanta, GA 30303
404-330-6741 Fax: 404-658-7096
*NOTE: Applications submitted to the
Mayor's Office of Special Events are not
reviewed or confirmed, they will be
submitted to the Office of Parks for review
and confirmation.

2013 PARK RENTAL INFORMATION

Please note: City of Atlanta will be using an online reservation system beginning February 2013

***A Large Gathering in a Park** submitted for any planned Park Gatherings lasting one hour or more with an anticipated attendance of 75 or more people. A Large Gathering Permit **is not** necessary if you are reserving only a pavilion, gazebo or ball field. Please be aware that a Large Gathering Permit does not grant permission to vend in a park, erect a tent greater than 10x10, stage, or moonwalk or use alcohol. *The permit fee is \$50 (nonrefundable). Please submit the application no earlier than 90 days prior to the event; 30 days if using portable toilets, amplified sound and/or generators, and no later than 14 days (holidays & weekends included) prior to your event date.*

****A Pavilion** rental must be submitted to secure exclusive use of a specific facility in a park. Pavilions are available as is on a first come, first serve basis when there is no reservation. *Please submit the application no earlier than 90 days prior to the event and no later than 14 days (holidays & weekends included) prior to your event date.* A pavilion reservation (permit) entitles the permit holder to exclusive use of the pavilion for that date and time indicated on the permit.

*****An Outdoor Wedding in a Park** is used when an outdoor wedding occurs inside a city park, in a location other than in a picnic pavilion, and where the wedding includes set-up or requires city services outside of normal scheduled maintenance. *The permit fee is \$50 (nonrefundable). Please submit the application no earlier than 90 days prior to the event and no later than 14 days (holidays & weekends included) prior to your event date.*

****** Park Attendant:** City park users who reserve pavilions or have large gatherings in a park that require vehicular access shall use a park attendant at the *rate of \$10.50 per hour (minimum 4 hours)*. This will allow vehicles to unload and load only, parking vehicles inside the park is not allowed. *Sec. 110-3. Park attendants are available on first come, first serve based on availability and must be booked no later than 14 days (holidays & weekends included) prior to your event date.*

******* A Private Business in a Park** (e.g. bootcamps) Permit is used for individuals or organizations wishing to utilize a City of Atlanta park for private business purposes. The private business may not be operated in a park unless and until the application is granted and a permit is issued. A Private Business in a Park Permit does not grant permission to vend (no monies to be exchanged) in a park, erect a tent, stage, or moonwalk or possess alcohol. No advertising/marketing or staking of any kind is allowed in the park. A separate application must be submitted for each park that the business wishes to use. A valid business license and a \$1 million insurance policy naming the City of Atlanta as an additional insurer is required. Verification affidavits must be completed for a permit to be issued. The permit fee is \$1500 per park per year (nonrefundable).

******* Special Use Fee:** is necessary if you plan to have generators, amplified sound, or tents larger than 10x10 and/or portable restrooms at your event. *The permit fee is \$50 (nonrefundable). Please submit this application no earlier than 90 days prior to the event; 30 days if using portable toilets, amplified sound and/or generators, and no later than 14 days (holidays & weekends included) prior to your event date.*

**TO ALL APPLICANTS:
YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGES 2
and 3 OF THIS APPLICATION.**

**Rules and Regulations for a 2013 Parks Rental
City of Atlanta Department of Parks, Recreation and Cultural Affairs
Office of Parks**

- 1. All rules and regulations governing use of the park must be obeyed. Failure to comply may result in forfeiture of your event bond and/or permit.**
- 2. The Office of Parks Reservations will accept applications in person Monday, Wednesday, and Friday between the hours of 8:30 a.m. and 1:00 p.m. Tuesday and Thursday between the hours of 1:00 p.m. and 4:30 p.m. on a first-come, first serve basis. At this time you are welcomed to meet with a representative from the Reservations Office for a 15 minute meeting regarding your event/application. If you choose to drop off your application at any other time, there will be a drop box in the Lobby. Please keep in mind, if you are dropping off your permit application in the drop box and still have questions we can be reached via email at parreservationist@atlantaga.gov. Reservations may be made in person, via fax (404) 546-9635 and via email @ parreservationist@atlantaga.gov .**
- 3. Reservations cannot be made any earlier than 90 days prior to the event, or any later than 14 days (holidays & weekends included) before the event. All payments are due at the time of submission of the application. The Director of the Office of Parks, or his designee, shall determine whether to grant the permit. Submitting this application does not guarantee that a permit will be issued.**
- 4. A refundable event bond of \$100.00 is charged to reserve the referenced pavilion, large gathering, and outdoor wedding. The bond shall be forfeited to the city by the reserving party for reasons including, but not limited to, failure to clean the rented area/permitted site and deposit trash in the trash receptacles provided by the city prior to leaving the site or, failure to comply with park rules or with city code of ordinances during the event.**
- 5. Payment Policy: Payment Policy: We accept money orders, certified checks, cashier's checks, personal checks, company checks, Visa, MasterCard, American Express, and Discover. No personal checks will be accepted within 14 days of a scheduled event. No cash will be accepted.**
- 6. All cancellations must be made **via fax or email** to the Reservations Office no less than thirty (30) days prior to the scheduled event in order to receive a refund/credit. No credit or refund will be issued for cancellation less than 30 days. Please allow 6 to 8 weeks for processing of any refund.**
- 7. Anyone planning a "Large Gathering" in a park, where the gathering is reasonably expected to have more than 75 people, and is reasonably expected to last for one hour or longer, must have a Large Gathering permit. Permit applications for a Large Gathering cannot be made earlier than 90 days prior to the event, or later than 14 days (holidays & weekends included) prior to your event date. (30 days if using portable toilets, banners, generators or amplified sound) before the event. An exception to this requirement shall arise when a gathering occurs within 48 hours of an identifiable event or decision, the date of which could not have been predicted with certainty, including but not limited to an announcement regarding a military action, an announcement of a court decision, or a death, in which case the reservation shall be made as early as possible so the City can provide adequate services.**
- 8. A special use fee is necessary if you plan to have generators, amplified sound and/or portable restrooms at your event. The permit fee is \$50 (nonrefundable). Please submit this application no earlier than 90 days prior to the event; 30 days if using portable toilets, amplified sound and/or generators, and no later than 14 days (holidays & weekends included) prior to your event date. An electrical permit must be obtained from Bureau of Buildings when using a generator in a park, please call 404-865-8550 for assistance (Additional fees may apply).**
- 9. No moonwalks, dunk tanks, or any equipment that calls for independent power are allowed in the park, except by an Outdoor Festival permit which requires 90 days notice.**
- 10. All games and activities that could damage the lawns are restricted (i.e. metal cleats, staking, burning).**

11. All pets must be on leash in a City park. Persons with pets must clean up after the pet. No horses or ponies are allowed in any park at any time.
12. No glass containers are allowed in the park.
13. No selling of food or other items is allowed; no alcoholic beverages are allowed (except by an Outdoor Festival permit which requires 90 days notice).
14. No tents or canopies over 100 square feet are allowed.
15. For events scheduled for more than 3 hours in parks without operable restrooms, the pavilion user or designee shall provide one portable toilet per 100 people expected. The user is responsible for contacting a company for the delivery and pick up of the toilets. The reserving party shall contact the District Maintenance Supervisor of the park for a designated location for the toilets. Toilets are required to be removed 24 hours following the event.* A key for the restrooms in parks with operable restrooms will be available from the Reservationist 2-3 business days prior to the event. There is a \$20.00 refundable deposit for restroom keys. The renter is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is the Office of Parks responsible for any rental equipment delivered to the site.
16. Absolutely no illegal substances are allowed on City property.
17. For purposes of the Park Reservations and Permits described in this Application, decisions of whether to deny or revoke a Park Reservation/Permit shall be made by the Commissioner of the Department of Parks, Recreation and Cultural Affairs, pursuant to the rules set forth in Section 142-12 of the Atlanta Code of Ordinances. Where Section 142-12 refers to final decisions by the Chief of Staff, the decisions regarding the Park Reservations and Permits described in this Application shall be made by the Commissioner.
18. The Park Rental Permit holder (host) or his/her designee must be present on site with the Park Rental Permit in his/her possession during the entire rental period, including set-up and break-down. The host must also provide the Special Events Manager or her/his designee with his/her contact phone number or location of the person carrying the Park Rental Permit so that the Special Events Manager may contact the permit holder at any time during the rental period.
19. The renter hereby agrees to hold the Department of Parks and Recreation harmless for any and all liability and loss that the renter, or a guest, may suffer or incur through the use of the park. The event organizer/permit holder agrees to indemnify and hold harmless the City of Atlanta, its officials, agents and employees from any and all losses, expenses, demands and claims (including without limitation attorneys' fees and costs) against the City of Atlanta its officials, agents and employees sustained or alleged to have been sustained in connection with or arising out of this Park Rental permit, or the performance of the permitted activities by the event organizer or a contractor employed by the event organizer or any of their officers, agents or employees. This indemnification clause shall include without limitation all losses, expenses, demands and claims arising from the intellectual property rights, the alleged intellectual property rights, and/or the licensing requirements of any third party.

Please Note: Occasionally our facilities experience problems with electricity and/or water (where applicable). In such cases you or your organization will have the option of accepting the rental as is or rescheduling your event. When possible, we will notify you in advance of problems with the facility. Thank you for your cooperation.

AMPLIFIED SOUND SUB-PERMIT APPLICATION FOR PARK EVENTS

Note: This request must be submitted at least 30 days prior to the proposed event date.

Amplified Sound Permit Rules **(These Rules Do Not Apply to Permitted Outdoor Festivals)**

- Amplified Sound may last only during the times set forth in the Permit, but in no event shall it last longer than six consecutive hours.
- An Amplified Sound Permit is not required for Pavilion Rentals if the sound is not plainly audible outside of the perimeter of the reserved pavilion.
- For events with an anticipated attendance of fewer than 500 people, the Amplified Sound Permit allows sound to reach a volume that is not plainly audible to someone at a distance of 100 feet from the noise source (100 foot radius around the noise source), or to someone outside of the perimeter of the park, whichever distance is shorter.
- For events with an anticipated attendance of 500-750 people, the Amplified Sound Permit allows sound to reach a volume that is not plainly audible to someone at a distance of 150 feet from the noise source (150 foot radius around the noise source), or to someone outside of the perimeter of the park, whichever distance is shorter.
- For events with an anticipated attendance of more than 750 people, the Amplified Sound Permit allows sound to reach a volume that is not plainly audible to someone at a distance of 200 feet from the noise source (200 foot radius around the noise source), or to someone outside of the perimeter of the park, whichever distance is shorter.

PARK ATTENDANT INFORMED CONSENT FORM

In order to assist park patrons who reserve the pavilion areas of the park or those who obtain a permit for a large gathering in the park, we offer the additional service of a Park Attendant. Park Attendants are hired for park users that require vehicular access for the purpose of unloading and loading items and/or people into the park for the event. The rate of a park attendant is \$10.50 per hour (minimum of 4 hours) and they are available on a first come, first serve basis and based on availability. The Park Attendant will allow only 2 vehicles at a time to unload and load only, parking vehicles inside the park is not allowed.

The following parks have no access by vehicles close to the pavilion:

- Grant Park
- Piedmont Park
- Perkinson Park
- Mozley Park
- Maddox Park (vehicles may remain inside the park if park attendant is secured for entire event)

We strongly suggest the use of a park attendant for these locations. Other parks may also have gates that prevent access. It is the park users responsibility to know the conditions at the park.

If you decline the option to hire a park attendant, you will not be able to access the park by vehicle.

PAVILION USER FEES

All reservation applicants must present proof of residence at the time reservations are made, in the form of a driver's license, voter registration card or utility bill in the applicant's name. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to revocation of the permit and prosecution in accord with the Code of Ordinances Section 106-90 and subsequent sections. The following rates shall apply:

Park	Location	Pavilion Name	Capacity (Standing)	Capacity (Seated)	City of Atlanta Resident Cost	Non-Resident Cost	Outdoor Restrooms	Electricity
Bessie Branham	SE	Urban Treehouse	Varies	Varies	\$100	\$150	No	No
Brownwood	SE	Main Pavilion	100	Varies	\$100	\$150	No	Yes
Candler	NE	Pavilion # 1 or 2	30	Varies	\$100 each	\$150 each	No	No
Chastain	NW	Master Grill*	60	40	\$150	\$200	No	No
		4-Way Grill	50	40	\$150	\$200	No	No
Coan	SE	Pavilion	200	75	\$200	\$300	No	Yes
D. H. Stanton	SE	Pavilion	20	10	\$100	\$150	Yes	Yes
East Lake	SE	Gazebo #1, 2 or 3	50 each	30 each	\$100 each	\$150 each	No	No
Grant	SE	Pavilion # 1 or 2	300 each	74	\$300 each	\$400 each	Yes	Yes
		Gazebo	30	20	\$100	\$150		Yes
Howell	SW	Gazebo	15	10	\$100	\$150	No	
Maddox	NW	Main Pavilion	125	Varies	\$100	\$150	No	No
Mozley	NW	Main Pavilion	100	Varies	\$150	\$200	No	Yes
Rev. James Orange Park @ Oakland City	SW	Main Pavilion	100	Varies	\$100	\$150	No	Yes
Perkerson	SW	Main Pavilion	100	Varies	\$100	\$150	Yes/Key Required	Yes
Piedmont (**Wedding only)	NE	Main Pavilion	160	64	\$200	\$300	Yes	Yes
		Double Decker	30	25	\$100	\$150		Yes
		Gazebo**	10	5	\$100	\$150		No
Pittman	SW	Pavilion #1 or 2	30	Varies	\$100 each	\$150 each	No	No
Rosa L. Burney	SW	Gazebo	40	Varies	\$100	\$150	No	No
South Bend	SE	Main Pavilion	150	Varies	\$150	\$250	No	Yes
Stone Hogan	SW	Pavilion # 1 or 2	40 each	Varies	\$50 each	\$75	No	No
Washington	NW	Main Pavilion	125	Varies	\$150	\$200	Yes/Key Required	Yes
Woodruff	NE	Gazebo	20	10	\$100	\$150	No	No