

gwinnettcountry parks & recreation
Medlock Pavilion Rental Rules, Usage and Cancellation Policy
770.814.4914

- Total rental time must include: set-up, the event and clean up within the time rented.
- Renter must be 21 years of age and must be present during the rental.
- All fees must be paid in full in order to reserve a facility date.
- Acceptable payments include: cash, money order, check or Visa, MasterCard or Discover
- Damage deposits must be paid in addition to all other fees. The deposit will be refunded within 2-4 weeks following your event except under the following conditions:
 - Renter will be liable for all damages that occur to the facility, furnishings, or grounds of the pavilion during the agreement rental period and will be billed for such damages in excess of the damage deposit.
 - If the pavilion is not left in a clean condition at the conclusion of the rental period.
 - Any rental guest or invitee displays improper conduct as determined by any GCPR staff. Improper conduct shall include, but not be limited to, apparent intoxication, abusive or threatening language, physical violence and/or lewd behavior.
 - Violation of any county, city, state or federal law while using the facility.
 - If any part of the agreement is falsified or misrepresented. Examples: Occupying the pavilion or setting up prior to the scheduled rental time on the agreement, going past the scheduled rental time, having more people than stated on the agreement, responsible person isn't in attendance from start to finish and or having things at the rental that are not listed on the agreement that require insurance or approval.
- Renting the pavilion includes exclusive use of the pavilion lights, electricity, picnic tables, grills, kitchen and the open space. This does not include the playground, parking or ball fields.
- Proof of non-profit status is required when reserving a pavilion in order to receive the discounted non-profit rate.
- All equipment being brought into the park must be specified at the time the reservation is secured and must comply with Gwinnett County Ordinances.
- Any grills brought into the park must be approved 2 weeks prior to the rental and GCPR will designate grill placement.
- Gwinnett County Ordinance states that all fires must be contained in grills. Therefore no deep fryers are allowed.
- No alcohol is allowed at any Gwinnett County Park or facility.
- All rentals include a facility attendant on site during your rental to clean the pavilion prior to the rental, maintain the restrooms, pull trash during the rental and assist with general cleanup and trash collection prior to the end of the rental.
- Gwinnett County staff will monitor all sound amplifying equipment and noise levels and will notify the renter of adjustments as necessary to maintain the Gwinnett County noise ordinance levels.
- No rentals past 11:30pm.
- Renters are responsible for clean up after the rental which includes sweeping the pavilion floors, cleaning the grill, removing any banners/signs and removing all trash to the dumpster. All cleaning supplies will be provided by attendant.
- Public Safety officers may be recommended for some events; renter will incur the cost of the officer at the rate of \$35/hour with a minimum of 3 hours.
- Caterers, Event Companies, DeeJay's, etc. must provide a copy of their liability insurance with a minimum of 1,000,000 listing Gwinnett County Board of Commissioners as additional insured as well as the certificate holder. Because the insurance has to be approved by Risk Management the form must be received by the office not later than 2 weeks prior to the event or the activity will not be allowed.
- It is unlawful for any person to sell or offer for sale merchandise for profit on Gwinnett County grounds by county ordinance. Non-profit groups must submit in writing and have prior approval to rent a facility for fundraising activities.
- All Fees are subject to change.
- Any changes or cancellations must be reported to the office in writing.
- Portable 1,000 square foot dance floor is available for rent for \$200/event.
- If using a tent a tent permit must also be submitted and approved by the Fire Marshall.

CANCELLATION	REFUND
In writing 60 days prior to the event:	100% Rental Fees, Attendant Fees and Deposit 100%, less \$25 non-refundable processing fee
In writing 40-59 days prior to the event:	75% Rental and Attendant Fee, 100% Deposit Less \$25 non-refundable processing fee
In writing 44-30 days prior to the event:	50% Rental and Attendant Fees, 100% Deposit Less \$25 non-refundable processing fee
In writing 15-29 days prior to the event:	25% Rental and Attendant Fees, 100% Deposit Less \$25 non-refundable processing fee
In writing 14 days or less:	100% Deposit Program credit only