

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

- 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
- Renting the pavilion includes exclusive use of the pavilion lights, electricity, picnic tables and grills. This does not include the playground, parking or general area surrounding the pavilion.
- 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 an area where the grill must be placed.
- 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 that will be on site during your rental to clean the pavilion prior to the rental, maintain the restrooms and 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.
- All parks close at 11:00pm with the exception of Jones Bridge, Holcomb Bridge, Little Mulberry, McDaniel Farm and Tribble Mill Parks which close at sunset.
- 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 the 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.
- 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.

**Pavilion Rental Cancellation Policy**

All cancellations must be reported to the supervisor of the pavilion you are renting.

<b>Cancellation</b>	<b>Refund</b>
In writing 30 days prior to the event	100% Rental and Attendant Fees Less \$25 non-refundable processing fee
In writing 29-8 days prior to the event	50% Rental and Attendant Fees Less \$25 non-refundable processing fee
In writing 7 days or less	0% Rental and Attendant Fees Program credit only