



City of Pine Lake  
462 Clubhouse Dr. P.O. Box 1325  
Pine Lake, GA 30072  
404-292-4250  
[info@pinelakega.com](mailto:info@pinelakega.com)

**Resident Rental Agreement**

This Rental Application and signed copy of the **Rules and Regulations** must be submitted to City Hall with a Deposit of \$200 to confirm the booking. Acceptance of the application and deposit by the City shall constitute a contract governing use of the facility.

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_

Responsible Party Phone No.: \_\_\_\_\_ Secondary Phone No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Secondary E-Mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Facility Requested	_____ Beach House
	_____ Clubhouse
	_____ Gazebo

Hours of Event \_\_\_\_\_  
(including set up and clean up):

Number of Attendees: \_\_\_\_\_

**Some circumstances may allow for tighter time frames or additional fees on rentals. These circumstances shall be set and agreed upon at signing of this document.**

Description of Event and special Notes: \_\_\_\_\_

\_\_\_\_\_ I have received a copy of the Rules and Regulations for rental of Pine Lake facilities and agree to comply with them. I understand that in the event of noncompliance, my event may be terminated with no refund of fee.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use:</b>							
Agreement # _____	<table border="1"> <tr> <td><b>Discounts</b></td> <td>Beach House _____ 50% off _____ Free</td> </tr> <tr> <td><b>Requested:</b></td> <td>Clubhouse _____ 50% off _____ Free</td> </tr> <tr> <td></td> <td>Gazebo _____ Free</td> </tr> </table>	<b>Discounts</b>	Beach House _____ 50% off _____ Free	<b>Requested:</b>	Clubhouse _____ 50% off _____ Free		Gazebo _____ Free
<b>Discounts</b>	Beach House _____ 50% off _____ Free						
<b>Requested:</b>	Clubhouse _____ 50% off _____ Free						
	Gazebo _____ Free						
Acceptance of application by City of Pine Lake:							
BY: _____	DATE: _____						
DEPOSIT PAID \$ _____	DATE PAID: _____ RECEIPT # _____						
BALANCE DUE \$ _____	DATE PAID: _____ RECEIPT # _____						
<b>Special Terms and Stipulations:</b> _____							

# Pine Lake Facilities Rentals

We appreciate your feedback so we can continue to give great service. Please let us know how we may better serve you by contacting our Facilities Manager at [pinelakerentals@gmail.com](mailto:pinelakerentals@gmail.com).

## **RULES, REGULATIONS, RATES**

- A.** The **Clubhouse and Beach House** are available to rent. **Occupancy limit for the Clubhouse is 156 people and for the Beach House is 129 people.** A completed rental agreement and damage deposit are required to be submitted to City Hall before a date for an event can be secured on the calendar. The agreement and deposit may be mailed to City Hall at the address listed, or submitted to the City Administration offices. If City Hall is closed, you may drop the agreement and the deposit through the mail slot of the door at City Hall.
- B.** The **Gazebo** on the lake is also available for rental for a fee. While no damage deposit is required, a completed rental agreement must be submitted to City Hall to save the date on the facility calendar. The rental fee ensures private use of the gazebo.
- C.** The **Deposit** amount must be paid separately from other fees. It is accepted in the form of a personal check, money order, certified check, credit card payment or cash. The deposit reserves the facility, and it is refunded only after the Facilities Manager verifies that the facility was undamaged during the rental period and that the rental agreement was not violated. Please allow 14-30 days for deposit refunds.

The Renter shall be **liable** for all damages occurring during the agreed rental times, including:

- a. Damages to the facility, furnishings, and/or grounds;
  - b. Facilities, furnishings, and/or grounds that are not left in clean condition at the conclusion of the rental period. Facility must be left in the condition as it was rented;
  - c. Improper and/or illegal conduct of any renter or guest including, but not limited to abusive or threatening language, physical violence, lewd behavior, or possession of weapons;
  - d. Use of any other kind of tape, nails, tacks, screws, and staples on the walls is prohibited and will be assessed as damages. Only masking tape, or painters tape may be used on top of the window and door frames or the porches.
- D.** Deposits may be retained to cover any additional time used beyond the contracted period of rental.
  - E.** The privilege of renting extends to the buildings and porch areas only. The park areas outside the buildings are public and cannot be rented.
  - F.** Renters must observe all beach rules including no swimming after sunset.
  - G.** Renters and their guests shall obey all City ordinances and Georgia criminal statutes during the period of the rental. In the event a violation of either occurs, the police department may terminate the rental. In the event the police respond to a second noise complaint that they deem substantiated, the police shall terminate the event.

# Pine Lake Facilities Rentals

- H. NO admission may be charged at events at any facilities, although voluntary donations may be accepted.
- I. Rental activities shall cease by 10:00 p.m. Sundays through Thursdays and by 11:00 p.m. Fridays and Saturdays. Renter shall forfeit their deposit if their event fails to end at the contracted hour.
- J. Any event scheduled to end after 10 pm is required to have an off-duty Pine Lake police officer (minimum of 4 hours @ \$30/hour paid by the renter) to provide security until the event is completed and the renter has completely vacated the facility. The renter must coordinate security with the Pine Lake Chief of Police. If a renter fails to provide an off-duty Pine Lake police officer for security, the renter shall forfeit all deposit monies.
- K. The rental facilities are surrounded by residential neighborhoods. The City noise ordinance applies to all rental activities.
- L. No speakers or amplifiers shall be used on the deck, porch or outside the building. In the event speakers or amplifiers are used inside the facility, the doors of the facility shall remain closed, except as used for ingress and egress. Music shall be played at a level as to not interfere with the comfort and repose of nearby residents. All music shall cease by 10:00 p.m. on Sundays through Thursdays and by 11:00 p.m. Fridays and Saturdays.
- M. Rental rates are for 8 hour periods. This includes decorating and cleanup. If it is an evening event, the facility must be vacated and locked by 11:00 p.m. Sundays through Thursdays and by Midnight on Fridays and Saturdays.
- N. Renters who fail to meet requirements of a rental contract may be prohibited from renting a Pine Lake Facility for 12 months.
- O. Any renter conducting a public event in which unaccompanied minor children are in attendance is required to submit complete background checks for all staff and volunteers. Background checks and a complete insurance policy must be submitted and approved by the City at least 60 days prior to the event. Renters are encouraged to check with the City for list of insurance requirements prior to obtaining necessary insurance. No permit for the event will be issued unless all background checks and a complete insurance policy is submitted and approved by the City.
- P. Marketing material for all public events must be submitted to the City for approval at least one week prior to being released.
- Q. Renters shall avoid all implication that the event is an official City event, avoiding words such as “hosted”, “sponsored”, or “organized”, etc, by the City of Pine Lake. When referring to the location, use “Pine Lake” rather than the “City of Pine Lake.” Violation of policy will result in forfeiture of deposit and cancellation of the event.
- R. Renters shall be required to pay additional for the police security and public works set up or maintenance where required for their event.

# Pine Lake Facilities Rentals

## HEALTH AND SAFETY REGULATIONS

**In accordance with local government fire regulations, occupancy limits have been set for the safety of facility users. No more than 156 people may be in the Clubhouse at any one time, and occupancy of the Beach House is limited to 129 people. Please note that parking is limited.**

- **SMOKING IS NOT PERMITTED** in any of the rental facilities nor anywhere within the park.
- **NO INDOOR COOKING** is allowed in any facility. The kitchens are warming kitchens, provided to keep food warm, or prepare beverages. Coffee Pots, crock pots, and other small appliances which keep foods and beverages warm are allowed, however cooking is not allowed.
- **FIRES MAY NOT BE LIT** at any time. This includes the use of candles, which must be approved by the Facility Coordinator in advance and noted on the rental agreement.

A fire extinguisher is prominently located in each rental facility.

## LIABILITY

**Renters are responsible** for the conduct of their guests and the City assumes absolutely no liability for injury incurred during the course of this rental. The applicant seeking the rental or the designated secondary contact shall be present at the facility during the entire conduct of the event and shall be responsible for ensuring compliance by guests with these rules and regulations.

**Children** must be supervised at all times. No one under the age of 21 is allowed to rent the public buildings. When minors under the age of 18 are attending a private function, the City requires one (1) chaperone per 15 children/youth. Attendance by chaperones is required at all times.

The City of Pine Lake is not responsible for any property left by renters.

## Fee Structure

- A. Cleaning fees will be \$40/day up to \$200/week charged only for actual cleanings required for intervening event rentals.
- B. Cancellation fee of half of contract will be forfeited if cancellation is made less than one week prior to the event.
- C. Beach House - \$400 per day / \$1,750 five consecutive days / \$2,200 seven days
- D. Club House - \$300 per day / \$1,250 five consecutive days / \$1,750 seven days
- E. Gazebo - \$50

# Pine Lake Facilities Rentals

## **Resident Rental Discounts –**

Each individual resident (18 years of age or older) of Pine Lake is entitled to:

- A.** Gazebo rental – FREE
- B.** Beach House rental – 50% discount for one event per year (discount may be applied for up to seven days for a weeklong event) or equivalent recurring events such as classes
- C.** Club House rental – 50% discount for two events per year (discount may be applied for up to 14 days) or equivalent recurring events such as classes
- D.** Residents will be required to pay appropriate cleaning fees and deposit for all free space.

Employees of Pine Lake may use (with 60 days' notice) one free rental day per year subject to facility availability

## **REFUNDS DUE TO CANCELLATION**

Refunds will be issued in the following manner:

**100% Refund** - City Hall must receive a request in writing 30 days or more prior to the event. A \$25 Processing Fee will be subtracted from the refund amount

**50% Refund** - City Hall must receive a request in writing 8 days to 29 days prior to the event. A \$25 Processing Fee will be subtracted from the refund amount

**No Refund** will be paid for cancellation requests received less than 8 days prior to the event.

City Hall will not accept **verbal cancellations**. If cancellations and requests for refunds are not received in writing, no refund will be issued.

Refunds will be sent by mail within 2 weeks of approved cancellation request.

## **FEE WAIVER FOR COMMUNITY EVENTS**

Residents who would like to conduct an event that returns value to the community may apply for a rental fee waiver

**Please note that the waiver is for the rental fee only. The \$200 deposit and normal cleaning fees will apply.**

# Pine Lake Facilities Rentals

## **PROCESS TO APPLY FOR RENTAL FEE WAIVER:**

Any resident of Pine Lake is invited to submit applications (due November 1st for Jan-June of the following year or May 1st for July – Dec). Applications will be evaluated by Pine Lake staff, including but not limited to the City Administrator and Facilities Manager. (see application form below)

The rental fee will be waived for accepted applicants. Deposit and cleaning fees will still apply. It is not required that you know the exact date of your event. If you do not know the date please give as much information as possible (i.e. “Weekday afternoon in April” or “Monthly evening meetings from July through November”.)

Residents who do not complete the application by the due dates will not be eligible to receive a rental fee waiver for the subsequent 6-month period.

Once the application period has closed, staff will score the applications based on criteria established by Council. Every effort is made to accommodate requests; however, space is limited.

The City Administrator will submit to Council by the work session following the deadline:

1. a scored list of applications indicating those selected to receive the rent waiver and
2. copies of all applications with associated scoring sheet.

Applicants who have received a waiver will need to complete the Resident Rental Agreement and submit it with the deposit and cleaning fee. Date(s) will not be reserved on the rental calendar until the deposit, cleaning fee and application are received by City Hall.

Any applicant who wishes to appeal the decision of the staff may present their appeal to the City Council at the following City Council meeting. Please notify City Hall of your intent to appear no later than 7 days prior to the next council meeting so that you can be added to the agenda. The City Council will vote on each appeal by either granting the appeal or upholding the staff decision.



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## Application for Rental Fee Waiver

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What day(s) are you requesting? \_\_\_\_\_

Which facility are you requesting? \_\_\_\_\_

Describe the event: \_\_\_\_\_

Is event open to the public? \_\_\_\_\_ Will participants be asked for a donation? \_\_\_\_\_ Amount? \_\_\_\_\_

Will unaccompanied minor children be present at this event? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please indicate ages and expected numbers of minor children: \_\_\_\_\_

Is an underserved population benefiting from your event? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please identify population and how they are benefiting: \_\_\_\_\_

\_\_\_\_\_

Are Pine Lake residents benefiting from your event? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please explain how Pine Lake residents are benefiting: \_\_\_\_\_

\_\_\_\_\_

Are you flexible on the date/time or facility you require for your event? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please indicate alternate dates that your event might be held: \_\_\_\_\_

\_\_\_\_\_