

# MEMORANDUM OF UNDERSTANDING

## BETWEEN

**Clayton County Board of Commissioners (Senior Services Department)**

**Address**

Jonesboro, GA 30236

AND

**City of Forest Park (Recreation and Leisure Services Department)**

**745 Forest Parkway**

**Forest Park GA 30297**

**Purpose:** This Memorandum of Understanding (MOU) sets forth the terms and conditions under which Clayton County Senior Services (CCSS) and City of Forest Park Recreation and Leisure Services (CFPRL) agree to collaborate on hosting a masquerade ball for seniors aged 50 and older.

### **Event Details:**

- **Event Name:** Legacy Masquerade Ball
- **Date:** October 5, 2024
- **Time:** 7:00 p.m.-11:00 p.m.
- **Venue:** Forest Park Gymnasium
- **Target Audience:** Seniors aged 50 and older
- **Cost per person:** \$25.00

### **Roles and Responsibilities:**

#### **1. Clayton County Senior Services:**

- **Event Coordination:** Assist with overall event coordination, including scheduling and logistics.
- **Secure a one-stop shop vendor to provide catering, decorating, and D.J. Services Services:**
  1. **Caterer-**Coordinate with the selected caterer to provide food and beverages for the event.
  2. **Decorator -** Engage a decorator to create an appropriate theme and ambiance for the masquerade ball.
  3. **DJ Services:** Hire a D.J. to provide music and entertainment throughout the event.
- **Program Development:** Provide a committee of senior services employee to assist with the development of the event program, including speeches, activities, and special performances.
- **Marketing and Promotion:** Promote the event through various channels to ensure maximum attendance.
- **Volunteers:** Recruit and manage volunteers to assist during the event.

- **Health and Safety:** Ensure that health and safety protocols are in place and adhered to during the event.
  - **Feedback Collection:** Collect feedback from attendees to assess the event's success and identify areas for improvement.
2. **Forest Park- Recreation and Leisure Services Department:**
- **Financial Support:** Provide 50 % funding for event expenses, including catering, decoration, and entertainment.
  - **Event Coordination:** Assist with overall event coordination, including scheduling and logistics.
  - **Catering Services:** Coordinate with the selected caterer to provide food and beverages for the event.
  - **Decorator Services:** Engage with decorator to create an appropriate theme and ambiance for the Masquerade Ball.
  - **DJ Services:** Coordinate with D.J. to provide music and entertainment throughout the event.
  - **Marketing and Promotion:** Promote the event through various channels to ensure maximum attendance.
  - **Program Development:** Assist in the development of the event program, including speeches, activities, and special performances.
  - **Health and Safety:** Ensure that health and safety protocols are in place and adhered to during the event.
  - **Feedback Collection:** Collect feedback from attendees to assess the event's success and identify areas for improvement.

**Service Providers:**

- **One stop vendor to provide catering, decorating D.J. and live entertainment services to be procured by Clayton County Central Services.**

**Funding and Budget:**

- The total budget for the event is estimated at \$25,000
- Clayton County Senior Services and City of Forest Park Recreation and Leisure Services will share the costs paying \$12,500 each to cover the full cost of the event.
- Clayton County Senior Services and City of Forest Park Recreation and Leisure Services will split the revenue for this event by 50%.
- The City of Forest Park Recreation and Leisure Services will send a check for half of the revenue no later than 30 days after the conclusion of the event.

**Term and Termination:**

- This MOU shall commence on August 1, 2024, and remain in effect until August 1, 2026
- Either party may terminate this MOU by providing written notice to the other party at least 90 days in advance.

**Amendments:**

- This MOU may be amended or modified only by mutual written agreement of both parties.

**Signature:**



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[Name]

**Jeffrey E. Turner**

[Title]

**Chairman**

[Agency 1 Name]

**Clayton County Board of Commissioners**

Date:

7/19/24

**Signature:**

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[Name]

[Title]

[Agency 2 Name]

Date: \_\_\_\_\_