



CITY OF JONESBORO

1859 City Center Way
Jonesboro, Georgia
30236

APPLICATION FOR USE OF CITY GREEN

- ✓ Please print legibly or type and fill out form completely.
- ✓ **Submit application and pay all fees at least 30 days prior to use.**
- ✓ Make payment by Credit Card, Cash or Cashier's Check payable to *City of Jonesboro*.
- ✓ If applicable, attach a copy of the Certificate of Liability naming the City as an additional Insured, Temporary Sales License, Liquor Liability Insurance, Food Handlers Permit.

Area(s) Requested
(Please Check)

City Green
Pavilion



APPLICANT INFORMATION

Organization Name (If Applicable)	Person Responsible for Reservation
Jonesboro Youth City Government	Alfred Dixon
Address:	Home Phone #:
1859 City Center Way	476-654-6965
City/Zip Code:	Email Address:
Jonesboro, Georgia 30236	adixon@jonesboro.ga.gov

Other Phone #:

678-622-6503

RESERVATION INFORMATION

Day of Week (circle):	(M) T W TH F S SU	REQUESTED DATE:	6/30, 2018
Reservation -	START TIME: 5 AM/PM (including set-up)	END TIME: 10 AM/PM (Including clean-up)	
Event Name:	Sundown Cinema	Total Expected Attendance:	100
Contact Person on Day of Event:	Alfred Dixon	Contact # on Day of Event:	470-654-6965
Type of Activity:			
<input type="checkbox"/> Birthday Party	<input type="checkbox"/> Company Picnic	<input type="checkbox"/> Concert	<input checked="" type="checkbox"/> Fundraiser
<input type="checkbox"/> Other			

This event will be: (check all that apply)

☐ Closed to the public/invited guest only

☒ Open to the public

☒ Generating Sales (i.e. admission fees, concessions, or entry fees)

☒ Use of Electricity

Please indicate any other special assistance from our Public Works Department you will need (ex. Extra garbage receptacles, etc.):

- Extra garbage receptacles
- Extension cords
- Large lawn games (JPD)

Are there any entertainment features related to your event? ☐ No ☒ Yes*

* Number of Performers: 1 Performer Name(s) _____ Performance Type: DJ

Will sound amplification be used? ☐ No ☒ Yes*

* Start Time: 5pm End Time: 9:30pm Describe Sound equipment used: Speakers

Will you be erecting and using any tents or other temporary equipment? ☒ No ☐ Yes*

*Describe Equipment used: _____

Will you request any street closures or alterations? ☒ No ☐ Yes* (Time of Closure or Alteration: _____ AM/PM to _____ AM/PM)

*Location/Affected Street: _____

Does your event involve the use of alcoholic beverages? ☒ No ☐ Yes*

*Please check all that apply: ☐ Free/Host Alcohol ☐ Alcohol Sales ☐ Host & Sales ☐ Beer ☐ Wine

Provide the name of the licensed bartender/caterer to serve the alcoholic beverages.

*Name of Caterer/Licensed Bartender: _____ Liquor License #: _____

If your event includes the use of alcohol on City Property, Host Liquor Liability Insurance of at least \$1,000,000 per occurrence is required. For alcohol sales, you must also obtain a City of Jonesboro Temporary Sales License and an approved City Alcohol Permit. To serve alcohol, you must also obtain an approved City Alcohol Permit.

Will Food and/or refreshments be served? ☒ No ☐ Yes*

*What type of food and/or refreshments will be served? _____

Will you be hiring a caterer to serve food? ☒ No ☐ Yes*

*Caterer Name: _____ Address: _____ Contact #: _____

Will food and/or refreshments be sold? ☐ No ☒ Yes*

*What type of food and/or refreshments will be sold? Snacks, candy, non alcoholic beverages

Who will prepare the food being served? ☐ Caterer* ☐ Other: _____

*Does the caterer have a current Food Handlers Permit? ☐ No ☐ Yes

FOR OFFICE USE ONLY

A copy of the following supplement documents are required:

<input type="checkbox"/> Proof of Liability Insurance -	Due Date: _____	Received On: _____
<input type="checkbox"/> Proof of Host Liquor Liability Insurance -	Due Date: _____	Received On: _____
<input type="checkbox"/> City Approved Alcohol Permit -	Due Date: _____	Received On: _____
<input type="checkbox"/> Jonesboro Temporary Sales License -	Due Date: _____	Received On: _____
<input type="checkbox"/> Current Food Handlers Permit -	Due Date: _____	Received On: _____

NOTE: All required documents must be submitted to the City at least 30 days prior to reservation date for the reservation to be confirmed.

FOR OFFICE USE ONLY

Fee Computation: Office Use Only

Refundable Deposit: \$ _____

Cleaning Fee: \$ _____

Security Fee: \$ _____

City Green: _____ hrs. @ \$ _____ per hour: \$ _____

Pavilion: _____ hrs. @ \$ _____ per hour: \$ _____

Other _____: \$ _____

Total Amount Due: \$ _____

Payment Information: Office Use Only

☐ Cash ☐ Check # _____ ☐ Visa ☐ M/C ☐ Discover

Cardholders Name: _____

Card Number: _____ Expires: _____

☐ Refundable Deposit paid on: _____

☐ Remaining amount of \$ _____ is due by: _____

☐ All Fees paid on: _____

I have evaluated the application and in accordance with the City of Jonesboro's policies, this application is:

☐ Approved for use

☐ Denied for Use

Comments/Notes: _____

Authorized by : _____ Title: _____ Date of Approval: _____

JONESBORO CITY GREEN PAVILION RENTAL PACKET

STATEMENT OF USER RESPONSIBILITY

For JONESBORO CITY
GREEN

PARK USE

In consideration for the use of the City of Jonesboro Park Areas and Facilities, all users agree to the following:

1. The user assumes entire responsibility and liability for losses, damages and claims arising out injury or damage to the user's display, equipment and other property brought onto the premises of the City facility reserved and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
2. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
3. The user shall be responsible for the conduct of the participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
4. Amplified music or other amplified sound is not allowed to be played at a volume that causes a nuisance for the area. No sound shall be permissible after 10:30 pm.
5. The user shall conduct all activities on the premises in accordance with any applicable federal, state, or local laws, ordinances and rules, including all park regulations, and shall comply with the requirements stated in the "Jonesboro City Green Rental Packet."
6. If approval is granted to the user to bring in any special portable devices (i.e., Bounce House) for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during the reservation time that the device is not the City's and the City is not responsible. However, if your event consists of more than 100 people, the authorized user shall submit a Certificate of Liability insurance in the amount of at least \$1,000,000 per occurrence, naming the City of Jonesboro as an additional insured, no later than 30 days prior to the event.
7. It is unlawful for any person to use fireworks, firecrackers, explosives of any kind in any park.
8. The park rules require that you promptly remove any dog waste deposited on public or private property.
9. The park rules require that all dogs be leashed and barking must not become a nuisance.
10. No motorized vehicles are allowed in the park except in areas approved for such use.
11. No person may move any City owned equipment and/or supplies without written permission from the Director of Public Works.

The undersigned hereby makes application to the City of Jonesboro for use of the facility described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the City of Jonesboro. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the City of Jonesboro harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Jonesboro for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the usage period. Applicant further agrees to pay any and all court costs, attorney fees and other fees related to the collection of damages for said facility including insufficient funds payment, stop payment or any other refusal to pay.

I have read, understand, and accept all procedures and regulations placed upon me for the rental of the listed rental location. I further acknowledge that I am 21 years of age or older and I understand that failure to comply with the established facility use guidelines (and within the established time frames), puts my meeting or event at risk of cancellation.

Alfred Dixon

(Print Name)

[Signature]

(Sign Name)

5-30-2025

(Date)

(Notary Public)

APPLICATION FOR A SPECIAL EVENT |