



UNION CITY  
PARKS AND RECREATION DIVISION

Ronald Bridges Park

5285 Lakeside Drive, Union City, GA 30291 — (770) 964-1236 — (770) 964-1288 fax

EVENT DETAILS

FACILITY RENTAL AGREEMENT

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Invited Guests: \_\_\_\_\_ Facility: Multi-Purpose Room West Pavilion East Pavilion Gathering Place

Purpose of the event: \_\_\_\_\_

RENTER INFORMATION

Food/Non-Alcoholic Beverages Present? Yes No

Youth/Teen/Young Adult Party? (20 and under) Yes No

Caterer Present? Yes No

Is the event open to the general public? Yes No

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

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

Applicant Type: Union City Resident Non-Resident

Verification: Driver's License/State Issued ID \_\_\_\_\_

REQUIRED SIGNATURE: By signing below, I, \_\_\_\_\_, acknowledge I have received and read all of the Rental Policy Information. I understand that my \$150 reservation fee will be forfeited in the event that I cancel my event. I understand that my security deposit may be forfeited and I may be billed for any additional expenses should any of the requirements listed in the Rental Policy Information be ignored or abused, or if any damages are a result of the actions of my rental.

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



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Renter Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Rented Facility: \_\_\_\_\_

**PAYMENT INFORMATION**  
(Payable to "City of Union City")  
**No Partial Payments**

**SECURITY DEPOSIT: CODE 298**

Amount Due	Amount Paid	Cash or Check/MO #	Date Paid	Remaining Balance Due	Employee Initial

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RENTAL FEE: CODE 406**  
(\$100 is paid at the time of registration to reserve requested date)

Amount Due	Amount Paid	Cash or Check/MO #	Date Paid	Remaining Balance Due	Employee Initial

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**\*BALANCE IS DUE 2 WEEKS BEFORE THE EVENT\***

**Final Balance Due Date:** \_\_\_\_\_

**Final Balance Paid Date:** \_\_\_\_\_