



Wedding/Reception Reservation

Renter: _____

Phone #: _____ Email: _____

Address: _____

Rockdale County ("Owner") or authorized agent ("Agent") of Costley Mill Park grants Renter the right to enter upon premises for wedding and/or reception to include approximately _____ number of guests subject to the following conditions:

1. Renter agrees to hold Rockdale County, Costley Mill Park, and all of its agents and employees completely harmless of any claim of damage or injury to themselves, property or invited guests.
2. Renter agrees all trash will be collected and placed in trash receptacles and all other decorations or debris will be removed before Renter vacates.
3. Renter agrees to inform all guests to stay off the Old Mill Foundation, off the end of the water raceway, and be responsible for their guests' behavior.
4. Renter agrees to inform all guests of the No Pets Allowed policy.
5. No alcohol is allowed on the premises unless an alcohol permit has been granted by Rockdale County.
6. No swimming is allowed. No one is to enter, play or wade in the water unless Renter has agreed to swimming fees in wedding package. The swimming area has the capacity for 100 swimmers.
7. Rockdale County and Costley Mill Park reserves the right to eject from the park anyone behaving unruly or destructively.
8. Renter acknowledges the time specified in this agreement represents their total rental time. This includes all set up, decorating and breaks down. Any event that exceeds the time listed in this agreement will be charged a late fee per hour.
Wedding Packages: March-October: \$250/hour late fee; November-February: \$175/hour late fee.
Banquet Hall: March-October \$500 each additional hour; November-February \$372 each additional hour.
Payment for over-time is due immediately upon completion of the event.
9. One hour of rehearsal time is allowed the day before the wedding. Such rehearsal must be scheduled to NOT conflict with other scheduled events.

- 10. The total payment is due even if the event concludes before scheduled end time.
- 11. Requires a \$500 non-refundable deposit at time of reservation. Full payment is due 90 days prior to event. If cancelled 90 days before the event, a refund will be issued minus non-refundable deposit. Cancellations within 90 days of the event will receive a 50% refund minus the non-refundable deposit.
- 12. A mandatory refundable incidental fee is required to be paid at the time of booking reservation. Forms of payment accepted are VISA, MasterCard, or Discover. Refund of this fee is contingent upon, renter vacating premises on time and properly leaving facility in the manner it was found upon arrival. Failure to do so will result in forfeiture of incidental fee.
- 13. OTHER: _____

Please indicate which package _____

This Reservation is effective for the date of _____ from the time of _____ until _____.

One hour Rehearsal date and time: _____ PM AM

If paying by cashier's check or money order, **make payable to Rockdale County Parks and Recreation**. We accept debit and credit card (Visa, MasterCard or Discover). Personal checks or cash will not be accepted.

ROCKDALE COUNTY
 Recreation & Maintenance

Renter

Sue Sanders
 Director

 Printed Name

 Signature

 Signature

 Date

 Date