



Community Bandstand Reservation

Applicant and Sponsoring Organization Information	
GROUP NAME:	
RESPONSIBLE PARTY:	NUMBER IN PARTY:
STREET ADDRESS:	
CITY / STATE / ZIP CODE:	
DAY PHONE:	CELL PHONE:
E-MAIL ADDRESS:	
DATE REQUESTED:	EVENT DURATION/TIME: <i>(Include time for setup and cleanup.)</i>
DESCRIPTION OF EVENT TO BE HELD IN THE BANDSTAND:	
DOES THIS EVENT BENEFIT A CITY OF DECATUR NON-PROFIT ORGANIZATION? LIST:	
IS THIS A FIRST TIME EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF HELD BEFORE, WHERE AND WHEN?	

Rental Costs
<p>City of Decatur Residents: \$100 for first two hours and \$25 each additional hour</p> <p>Non-residents: \$200 for the first two hours and \$75 for each additional hour</p> <p>Refundable damage/sanitation fee: \$100 (Separate check; will be returned if area is cleaned of trash with no evidence of tape, staple or nail use and key to electricity is returned).</p> <p>The individual or group whose name appears on this form has reserved this facility and is entitled to its use for the period indicated. Any unauthorized group that might be using the facility is expected to relinquish it upon presentation of this form. The above named individual/group is not expected to occupy the facility until the time indicated and should relinquish it at the end of the reserved time if others are waiting.</p>



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Additional Information

Cleanup: The city's ground maintenance division has a limited maintenance crew to care for Decatur's public spaces, so we ask your cooperation in leaving the area as clean as possible for the next group. Trash receptacles are provided. **Please be careful to pick up all glass.**

Sound volume: Groups are expected to respect the rights and privileges of others in the surrounding office buildings as well as residents. The use of amplified music or sound should be restricted to after business hours, and must end by 10 pm, in accordance with the City of Decatur's noise ordinance.

Parking: Metered parking is provided for the convenience of downtown customers and clients. The two hour limit is strictly enforced. Please instruct your guests to use the DeKalb County parking deck on W. Trinity Place, which is free on weekends and after 6 pm on weekdays.

Restrooms: No public restroom facilities are provided with this rental. Local businesses cannot be expected to provide restrooms for your guests. If your rental is not a joint rental with the Old Courthouse, thereby providing access to their facilities, we suggest that you consider renting portable restroom units. Please coordinate the delivery and placement of these units with the City of Decatur Special Events Coordinator. Pit Stop (770-439-2888) is a trusted vendor familiar with the Old Courthouse Square and placement of portable restrooms, but other companies can provide this service.

Electricity: Electrical power is provided at the bandstand for your use. Please plan to meet the Special Events Coordinator prior to your event to make certain you know how to operate the electrical panel and to pick up the key. Note: Do not use the electrical outlets located around the top of the bandstand because they are easily overloaded and will cut off the circuits.

Absolutely no tape, nails or staples may be used to fasten any item to the bandstand. The \$50 damage/sanitation fee will be retained by the city if evidence of use.

This agreement covers use of the bandstand structure and the lawn area immediately surrounding it. Use of the MARTA Plaza is not included. At no time may the parking spaces or streets in the adjacent area be blocked without the specific approval of the Downtown Development Authority.



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Agreement and Signature	
I have read and understand the rules and regulations for rental of the Community Bandstand _____ (INITIALS)	
NAME (PRINTED):	
SIGNATURE:	DATE:
SEND YOUR COMPLETED RESERVATION TO: City of Decatur Special Events Attn: Shirley Baylis PO Box 220, Decatur, GA 30031 678-553-6573, Fax: 404-371-1593	

Office Use Only	
DATE RECEIVED:	
<input type="checkbox"/> PAYMENT RECEIVED	<input type="checkbox"/> DAMAGE/SANITATION FEE RECEIVED
APPROVED BY:	
DATE:	

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