



JOHN W. STEVENS WETLANDS EDUCATION CENTER

500 Cedar Street, Richmond Hill, Georgia

Hours of Operation: 9:00 a.m. until 10:00 p.m.

Your Paid reservation means you have agreed to the following conditions for use of this facility:

1. Reservations for the Wetlands Center must be made in advance at City Hall, Monday-Friday 8:00 a.m. to 5:00 p.m. Keys to the building must be picked up at City Hall prior to your event during business hours. Keys must be returned to City Hall or placed in the city's drop box. **Failure to return keys will forfeit your deposit.**
2. Cleaning deposits are refundable. Rental fees are nonrefundable.
3. The Facility may not be occupied prior to 9:00 a.m. and must be vacated by 10:00 p.m. Your reservation is for **one day only**. You may not set up the day before or clean up the following day unless you have rented the building for those days also.
4. Requests to serve alcoholic beverages **must be submitted in writing** and approved by City Council in advance of event. City Council meets on the first Tuesday of each month.
5. The condition and security of this facility and the contents thereof are the sole responsibility of the renter.
6. The facility will be inspected before and after use. All trash must be removed and building must be left in pre-event condition. **Failing to properly clean the facility will result in loss of cleaning deposit.**
7. Any damage to the facility must be reported to park staff. **Damage to the facility is the sole responsibility of the renter and will result in loss of cleaning deposit.**
8. The City assumes no liability for the use of the Wetlands Center or any other facilities located in J.F. Gregory Park.
9. City is not responsible for lost/left behind items. For Lost & Found call 912-659-9831 during park hours.
10. No fireworks of any variety are permitted on park grounds except for city authorized professional displays.
11. The City reserves the right to cancel any reservation.

Summary of Rental Costs

Rental Fee: \$150 /day (Resident)
\$200 /day (Non-Resident)

Cleaning Deposit: \$200

Wetlands Center Amenities

16 Tables + 140 Chairs
2 Trash Cans
Wireless Internet
Refrigerator
Ice Machine
Microwave
Stove

.....
NAME AND ORGANIZATION (PLEASE PRINT)

.....
ADDRESS CITY/STATE/ZIP

.....
PHONE NUMBER

.....
DESCRIPTION OF EVENT

.....
DATE(S) OF EVENT

.....
SIGNATURE

.....
DATE

AUTHORIZED FOR CLEANING
DEPOSIT REFUND

Refund Rec'd

Date



Application Date: _____
Approval Date: _____

APPLICATION FOR CITY COUNCIL APPROVAL TO SERVE ALCOHOLIC BEVERAGES AT A SINGLE PRIVATE EVENT

NAME/ORGANIZATION _____

ADDRESS _____

PHONE NUMBERS _____

DATE/TIME OF EVENT _____

LOCATION OF EVENT _____

DESCRIPTION OF EVENT _____

NATURE/QUANTITY OF ALCOHOLIC BEVERAGES TO BE SERVED: **BEER AND WINE ONLY**

NUMBER OF ATTENDEES ANTICIPATED _____

SECURITY ARRANGEMENTS _____

PARKING ARRANGEMENTS _____

Signature of applicant

Date signed by applicant

For Office Use Only:

Received? Date: _____

Sent to City Council? Date: _____

Conditions for Approval, if any: _____

RHPD Notified? Date: _____