

DOWNTOWN LAWRENCEBURG GAZEBO RENTAL APPLICATION

Thank you for your interest in the Gazebo! Please complete the application for your event.

Event: _____

Date of Application: _____ Event Date: _____

Individual/Organization: _____

Times: Set-up: _____ Event times: _____ to _____

Tear-down: _____ Number of guests: _____

Contact Person: _____ Phone: _____

Email: _____

Address: _____ City/State: _____ Zip: _____

Event Details:

Entertainment: YES NO If yes- live music, DJ, announcements, etc. Please list.

Power needed: YES NO

Sound System: YES NO

Traffic control needed: YES NO

Grill or food prepared on site: YES NO

Please list all event details below:

Main Street Lawrenceburg and/or The City of Lawrenceburg reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with Gazebo policies and procedures.

By signing the Rental Application for the Lawrenceburg Town Gazebo, I fully agree to accept responsibility for careful and conscientious use of facilities and follow the policies and guidelines of the Gazebo upon acceptance.

Signature: _____ Date: _____

Application for rental space approved.

Signature: _____ Date: _____

LAWRENCEBURG SQUARE GAZEBO

Rental Agreement and Policies

Thank you for choosing the Lawrenceburg Town Gazebo for your special event!

Please review the following policies regarding the rental of the Gazebo.

Guidelines for Events in the Gazebo

1. All sound levels must be at a lower level to be respectful of the downtown shops.
2. Food and non-alcoholic drinks are allowed. Smoking is prohibited in the Plaza.
3. Fake rose petals, rice, candles, confetti, glitter and birdseed are not permitted in the Gazebo area for any purpose. Real flower petals are allowed.
4. Respectful decorations are allowed on the Gazebo. The use of tape is prohibited on the Gazebo.
5. No weapons, drugs, pornography or illegal items

- 5. NO weapons, drug paraphernalia or illegal items.
- 6. Renters are responsible for cleanup. This includes taking down all decorations and picking up trash. There are a limited number of trashcans on the sidewalks available for your use.
- 7. Railing cannot be removed from the Gazebo.
- 8. Keep in mind the gazebo is located in a public setting.

Use of the Facilities

Please review the following policies regarding the rental of the Gazebo.

A. Rental Policies

1. Hours: Each event will be approved for specific hours. Times include set-up and cleanup. Due to our seasonal events, rental times and days may vary. Check availability with a City representative before the application is submitted.

2. Reservations: Reservations are on a first come, first serve basis. Once the signed Rental Agreement and signed Rental Application are submitted and approved and the rental fee is paid, the event will be confirmed. All reservations must be made a minimum of 30 days in advance from event date. No refunds will be given due to rain or other acts of nature and unforeseen circumstances. Deposit can be applied to a later available date.

3. Rental Fee: Renters are required to pay a rental fee.

Venue Rental Amount:

Standard Rental:	\$75 resident	\$150 non-resident
Use of sound system:	\$25 resident	\$50 non-resident
Clean-up/Security Deposit (after inspection)	\$150 resident	\$300 non-resident (returned)

4. Payment: Checks can be made payable to Main Street Lawrenceburg Checks can be mailed or delivered to:

*Main Street Lawrenceburg
25A Public Square
Lawrenceburg, TN 38464*

5. Power: Electricity on the Gazebo is available upon request.

6. Parking: Public parking lots adjacent to the square are available.

7. Civil Rights: It is City policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age or condition of handicap.

9. Liability: By signing this Agreement, the renter agrees to indemnify and hold harmless the City of Lawrenceburg and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of use of the Gazebo.

10. Restrictions:

- No inflatables or bounce houses without prior approval.
- No sales
- No entry fees for events
- No subletting
- No birdseed, confetti, etc.
- No cooking, fires, etc. without prior approval

For Emergency/Non-emergency issues, please contact Baylee Fincher with Main Street Lawrenceburg at 931-244-0322.

Gazebo Rental Agreement

Renter's Name: _____

Event Date: _____

It is hereby agreed between The City of Lawrenceburg, Main Street and _____

(Renter) that the City will make space available to the Renter on the date and time and under the conditions agreed upon. It is understood that the Policies and Guidelines are considered a part of this Agreement and both the City and the Renter agree to follow said guidelines in relations to the event contemplated by this Agreement. The Renter accepts responsibility for careful and conscientious use of facilities and equipment.

By signing, the Rental Agreement is accepted and agreed upon.

Signature:

_____ Date: _____
