



## Rental 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 rental purposes to include approximately \_\_\_\_\_ number of individuals – 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 pay swimming fees. The swimming area has a 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 time specified in this agreement represents the total rental time. This includes, all set up, decorating and break down. Any event that exceeds the time listed in this agreement will be charged at a rate of \$200 per hour. Payment for over-time is due immediately upon completion of the event.**
9. The total payment is due even if the event concludes before scheduled end time.
10. **Large Pavilions:** 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.

11. OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate which package \_\_\_\_\_

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

Rental fee and deposit fee are due in full at time of reservation.

**Rental Fee Amount:** \$ \_\_\_\_\_

If paying by business / cashier's check, or money order **make checks 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.

**Incidental Fee Amount** \$ \_\_\_\_\_

Online Reservations available at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) and click: [Facility Rentals and Registration](#)

ROCKDALE COUNTY  
Recreation & Maintenance  
**Sue Sanders**  
Director

Renter

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Person Completing This Form – Printed Name

\_\_\_\_\_  
Staff Person Completing This Form – Signature

\_\_\_\_\_  
Date