CITY OF OXFORD

110 West Clark St
Oxford, GA 30054
Telephone (770)-786-7004

PAVILION AT ASBURY STREET PARK RENTAL APPLICATION

This section completed by the City of Oxford	
Two Hour Charge	$
Additional Hours Charge	$
Deposit Amount	$
TOTAL AMOUNT DUE	$
AMOUNT PAID	$

Date:_____ Cash/MO_____ Card_____

Employee's Name:_____

Today's Date:	

___ Oxford Resident ___ Newton County Resident ___ Oxford or Newton Non-Profit

___ Government Agency ___ Commercial Business ___ Other

Email address for communications: _____

INDIVIDUAL

Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

ORGANIZATION

Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

List Organization: _____

SEATING REQUIREMENTS

Number of picnic tables: (1-4) _____ Use of grill: YES / NO

DATE, TIME, AND TYPE OF EVENT

Date of the event: _____ Time Requested: _____

Name of event (will appear on sign): _____

For return of deposit, please refer to **Cleanup Deposit Refund.** Email photographs to smullen@oxfordgeorgia.org.

Asbury Street Park Pavilion Rental Rules

INTRODUCTION

The pavilion at Asbury Street Park is available for rent by Oxford and Newton County residents, non-profit organizations, government entities, and commercial enterprises. Rental rates and regulations are established by the city. City employees are not authorized to change the rates or waive any rule or regulation.

REQUIREMENTS FOR RESERVING THE PAVILION

1. **The Pavilion Use.** The use of the pavilion is free. However, if an interested party wants to guarantee the availability of the pavilion, they must reserve it in advance. Starting June 1, 2021, we are only allowing two rentals per day- one time slot in the morning and one time slot in the afternoon.

2. **Renting the Pavilion.** The pavilion will be rented on a first-come, first-served basis. Reservations may be made up to six months in advance. Reservations will not be confirmed until a completed application is received and approved. Reservations do not include the seating and tables outside the pavilion – these are available on a first come, first-served basis. Should you wish to rent the pavilion for multiple days, each day will be treated as a separate rental requiring a separate deposit. We do not offer discounts or waive deposits for multiple bookings If a dispute over the use of the pavilion occurs, you may be required to provide your proof of reservation to city employees patrolling the park.

3. **The Use of Picnic Tables.** The pavilion is equipped with four 8' picnic tables. The reservation may include the use of all available picnic tables and one of the grills. Interested parties must specify on the application how many picnic tables they will require and if they will need the use of one of the grills.

4. **The Rental Rate.** The rate to rent the pavilion is $25 an hour, with a two-hour minimum. The rental fee must be paid in advance. The rental time includes the set up and take down of the event. Reservations are limited to a maximum of four hours on weekends and holidays. Requests for cancellation refunds must be approved in writing and will be prorated according to a published schedule.

5. **Cleanup Deposit Refund.** A $50 cleanup deposit must accompany all applications. Upon completion of your event, please take pictures once you have cleaned the area. Email the pictures to City Hall to smullen@oxfordgeorgia.org. A check for your cleanup deposit will be mailed to you within 14 business days.

6. **The Event Signage**. Before the scheduled event, City employees will post colored signage on the pavilion columns and the tables reserved for the event. An example of the signage will read, "RESERVED FOR SMITH PARTY – January 1st, 2019 from 2:00 PM-4:00 PM". The city will remove the signage once the event is finished.

The Park Schedule. All scheduled events and activities taking place at the pavilion must end by the time the park closes at sunset.

PROHIBITED ACTIVITIES

Flea market or similar activity is prohibited.

Smoking or use of other tobacco products in the park is prohibited.

Possession of alcohol anywhere on city property is prohibited.

The possession and carrying of weapons are governed by applicable Georgia law. The unlawful use or discharge of a weapon is prohibited.

No commercial products may be offered for sale on the premises except by permit.

Loud music or other noise that might disturb neighbors is prohibited.

Attaching items to walls is not allowed, except for scotch tape for streamers, balloons, etc. All tape must be removed from the walls before leaving the facility.

Do not attempt to enter the storage room.

REQUIRED ACTIVITIES

The city will make a deduction from the deposit if the party fails to comply with the following rules:

- Restore the area to the condition it was in when you arrived. Put all trash in trashcans.
- Remove all items that you brought with you as items left become the property of the city and will be disposed of as appropriate.
- Notify on duty Oxford representative, if available, when you are ready to leave.

DEPOSIT REFUND SCHEDULE EFFECTIVE JULY 18, 2019

The city will refund the deposit amount when we receive written notice of cancellation from the party that has reserved the pavilion. The deposit refund schedule with the detailed amount is listed below:

- Cancellation of 30 or more days prior to the scheduled event – 100%
- Cancellation 8 to 29 days prior to the scheduled event – (50%)
- Cancellation 7 or less days prior to the scheduled event – No refund.

The city will refund the cleanup deposit in full if the pavilion is not used.

SCHEDULE OF RENTAL FEES IS A SEPARATE DOCUMENT.
APPLICATION IS A SEPARATE DOCUMENT.

City of Oxford
110 W. Clark Street
Oxford, GA 30054

Telephone: 770-786-7004
Fax: 770-786-2211

City of Oxford Website
www.oxfordgeorgia.org

Rental Fees for the Asbury Street Park Pavilion

A	B	C	C
User Classifications	Normal Business Hours	Additional Hours	Cleanup Deposit
	2 Hours	Per Hour	Per Rental
City of Oxford and Newton County Residents for Non-Commercial Use	$50.00	$25.00	$50.00
Commercial Users	$100.00	$50.00	$50.00
Government Agencies	$100.00	$50.00	$50.00

Available Rental Hours	Spring/Summer (Apr.-Sept.)	Fall/Winter (Oct.-Mar.)
	8:00 AM – 6:00 PM	8:00 – 4:00 PM

Reservations may be made up to six months in advance. Payment of all fees and deposits must accompany the application. Refunds for cancellations will be made per published schedule available from the City Clerk's Office.

* ONLY NEWTON COUNTY RESIDENTS AND THOSE WITH A BUSINESS LOCATED IN THE COUNTY MAY RENT THE PAVILION.