**Cartersville Civic Center**

**Reservation Application**

Civic Center: Room: Etowah Quillian Gold Kitchen yes no Parking Lot Only

Reservation Date Day of Week: Time

Event Name Expected Attendance

Person Making Reservation:

Address: City, State, Zip:

Cell Phone: Email

Organization/Business/Church Name (if applicable)

Address City, State, Zip

Phone Website

Reservations are made strictly on a first-come first served basis.

Rental Fee/Security Deposit are due at time of reservation

In paying the Security Deposit, you agree that your group will pick up all trash and put it in the outside containers, clean any spill spots and leave any and all area(s) used in order when you leave, or your deposit will be forfeited. You also agree to pay for any damages/extra clean up that may go above and beyond the initial Security Deposit.

All equipment, food, decorations, etc. must be brought in and removed the same day of function. Neither parking nor admission fees can be charged for this event.

Tables are to accommodate 50lbs/table, if you exceed this weight; rental tables are required.

The City of Cartersville and Cartersville Parks & Recreation Department accept no responsibility for lost or stolen items left on the premises or from accident or injury due to negligence of you, your group, or your vendors during the event/activity.

No refund will be given unless a request to cancel is received by Cartersville Parks & Recreation Department 14 days prior to the date of the scheduled event. There will be a $10 administrative fee charged to all refunds issued.

Indemnification  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Indemnifying Party”) agrees to indemnify, hold harmless and defend City of Cartersville, Georgia, and their officers, directors, agents, servants and employees (“Indemnities”) from and against all liabilities, damages, actions, costs, losses, claims and expenses (including attorney’s fees), on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault or violation of law, ordinance or regulation of or by any of the Indemnifying Party’s employees, agents, officers, invitees and/or representatives. Such indemnification by the Indemnifying Party shall apply unless such damage or injury results solely from the negligence, gross negligence or willful misconduct of City of Cartersville.

By signing this form I have read and understand the above/attached rules and regulations.

Signature: Print Name: Date:

Alcohol Event:

Officers Name: Badge #:

**Will your group need any of the following?**

Equipment Rental (for use with bldg/room rental only)

PA system (in house) no charge PA system (portable) $25.00 per event/meeting

Podium no charge Piano $25.00 per event/meeting

Stage(s) $50 per setup TV/VCR/DVD $25.00 per event/meeting

Will you be renting additional equipment from an outside company? Yes No

If so, which company? Items/Equipment:

Drop off/Set up Picked up/ Takedown Verified with CPRD staff?

**Etowah Room** set up diagram (Not to scale) – seating for Room Square Feet: 5,040; Maximum Capacity: 700

Special Notes

**Quillian Room** set up diagram (Not to scale) – seating for Room Square Feet: 1,002; Maximum Capacity: 66

Special Notes

**Gold Room** set up diagram (Not to scale) – seating for Room Square Feet: 634; Maximum Capacity: 50

Special Notes