



# GREENBELT EVENT REGISTRATION PACKET

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please check the appropriate box.

\_\_\_\_\_ 5k    \_\_\_\_\_ 10K    \_\_\_\_\_ Disc Golf    \_\_\_\_\_ Bike Ride

**Event Date:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ <sup>am</sup>  
<sub>pm</sub>

**Route #** \_\_\_\_\_ **Location:** \_\_\_\_\_



# Carrollton Parks and Recreation Department

118 S. White Street – P.O. Box 532 - Carrollton, Georgia 30112  
(770) 832-1161

Directors: Kent Johnston and Julie Ivey



## GreenBelt Event Questionnaire

Please answer the following for your event:

Date: \_\_\_\_\_

1. Name of sponsoring organization: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name of person in charge: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

3. Goal of Event: \_\_\_\_\_

\_\_\_\_\_

4. Targeted age group for participation in your event: \_\_\_\_\_

5. Time of Event (includes setup and removal): Start: \_\_\_\_\_ Finish: \_\_\_\_\_

6. Location of the Event (start and finish): \_\_\_\_\_

7. Date of Event: \_\_\_\_\_

8. Activities Schedule: Example: (Time) 9:00am-10:00am – (Description) Run, Ride, walk event including additional activities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Give Explanation of the events if not self-explanatory: \_\_\_\_\_

\_\_\_\_\_

10. Estimated Total Attendance: \_\_\_\_\_

11. Will you charge a fee or admission? \_\_\_\_\_

12. Will you need to rent out the adjacent facility? \_\_\_\_\_ If so which one? \_\_\_\_\_

13. Will you need to rent out the adjacent pavilion? \_\_\_\_\_ If so which one? \_\_\_\_\_

For **Administrative** use **ONLY**:

This event request has been cleared with the following divisions:

**Administrative** \_\_\_\_\_ **Athletics** \_\_\_\_\_ **Parks & Facilities** \_\_\_\_\_ **Programs** \_\_\_\_\_

**Police Department** \_\_\_\_\_ **Fire Department** \_\_\_\_\_



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**Carrollton GreenBelt Event Contract**  
**Signed Contract is due 30 days prior to event date**

On behalf of the Carrollton Parks and Recreation Department we are happy you have chosen to use the GreenBelt for your event location according to the terms of this agreement. It is our sincere desire that your group makes full use of it and enjoys the atmosphere provided.

In an effort to provide a clean and desirable location, we ask that you report any issues you may encounter to the Parks and Facilities Superintendent, Kent Johnston. Please have a Building Supervisor assist you with any additional needs you may have if you are using one of the indoor facilities.

Payment is due at the time the event is scheduled with our reservation specialist. If you wish to cancel your event, it must be canceled a week prior to the event in order to receive a full refund.

**General Rental Rules:**

1. GreenBelt will not be closed at any time. Please respect that other patrons will likely be on the trail during your event.
2. Lakeshore walking track will not be closed at any time.
3. Existing programs will not be canceled to accommodate GreenBelt events.
4. Lumpkin Drive at Lakeshore Park must remain open throughout event.
5. We will not provide tables or chairs for outdoor events. If renting an adjacent facility then two tables and four chairs will be provided for registration, **if requested.**
6. No Smoking in any building or on any athletic field or park.
7. When your event is over, please make sure all your decorations, food, etc. are removed.
8. If your event utilizes any portion of the GreenBelt, you must abide by the guidelines within this contract.

The undersigned understands they are responsible for completing the checklist on page 5 of this packet. Failure to do so may result in the event being declined, canceled or rescheduled.

The City of Carrollton cannot be held responsible for any accidents or injuries that occur while you are on City property, all accidents or injuries are the sole responsibility of the Contract Holder.

**All Police & Fire Personnel used must be officers from City of Carrollton Departments, no outside officers or EMT's can be used for GreenBelt Events.**

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any problems or concerns with your rental please call:  
Janice Kerr at 770-362-4022, [jkerr@carrollton-ga.gov](mailto:jkerr@carrollton-ga.gov),  
or Kent Johnston at 770-296-5436, [kjohnston@carrollton-ga.gov](mailto:kjohnston@carrollton-ga.gov).



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## GreenBelt Event Fee Sheet

<p><b>Route 1</b>          Start &amp; Finish Location: <u>Lakeshore Park</u>          Lakeshore – Log Cabin – Lakeshore          Route Distance: <u>3.12 miles</u></p>	<p><b>Fee Breakdown</b>          \$200 Police Officers *2 Road Crossings          \$200 EMT's          \$60 Recreation Admin. &amp; Maint. Fee</p>
<b>Total: \$460.00</b>	

<p><b>Route 2 – Peachtree Qualifier*</b>          Start &amp; Finish Location: <u>Hobbs Farm</u>          Hobbs Farm – Lakeshore – Hobbs Farm          Route Distance: <u>3.12 miles</u></p>	<p><b>Fee Breakdown</b>          \$200 Police Officers *2 Road Crossings          \$200 EMT's          \$60 Recreation Admin. &amp; Maint. Fee          \$15 Peachtree Qualifier Application</p>
<b>Total: \$475.00</b>	
(*Additional \$15.00 charge to make a Peachtree Qualifying Run)	

<p><b>Route 3</b>          Start &amp; Finish Location: <u>Hobbs Farm</u>          Hobbs Farm Only          Route Distance: <u>3.12 miles</u></p>	<p><b>Fee Breakdown</b>          \$ 0 No Police Needed          \$200 EMT's          \$60 Recreation Admin. &amp; Maint. Fee</p>
<b>Total: \$260.00</b>	

<p><b>Other Event or Route</b>          If any portion of the GreenBelt is used during an event the organizer must provide a map of the route from start to finish.</p>	<p><b>Fee Breakdown</b>          \$100 per officer needed          \$200 EMT's          \$60 Recreation Admin. &amp; Maint. Fee</p>
<b>Total: TBD</b>	

**Police Department: \$50/hr. per Police Officer**  
**\*\* Police Officer Minimum (1 per Road Crossing) / 2 Hour Minimum\*\***  
**Fire Department: \$50/hr. per EMT**  
**\*\*2 EMT Minimum / 2 Hour Minimum\*\***

These fees are based off of two hour events.

If Emergency/Police Personnel are needed over 2 hours, \$50 per personnel per hour will apply for Emergency/Police Personnel must be paid on the day of the event by the Renter.



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## **GreenBelt Event Check List**

### **PRE – RESERVATION**

\_\_\_\_\_ You will need to complete the GreenBelt Event Registration Packet.

\_\_\_\_\_ You will need to contact Daniel Cole at the Carrollton City Police Department at [dcole@carrollton-ga.gov](mailto:dcole@carrollton-ga.gov) to schedule a time to determine the need for Police Officers for your event. The route number must be chosen or a map with the route drawn out must accompany the packet. **(This page must be initialed by Daniel Cole**

\_\_\_\_\_ You will need to contact Brian Shadrix at the Carrollton Fire Department at 770-832-3456 to schedule a time to meet and determine the need for EMT’s for the day of your event. They will also need the route information if a map is necessary. **(This page must be initialed by Brian Shadrix**

\_\_\_\_\_ You will submit the completed application with Police and Fire Departments approval to Janice Kerr for approval from the Superintendents. The application can be emailed directly to [jkerr@carrollton-ga.gov](mailto:jkerr@carrollton-ga.gov) or dropped off at the Stallings Community Center 118 South White Street Carrollton, GA.

\_\_\_\_\_ Once your event has been approved you will need to contact Janice Kerr within 5 business days at the Stallings Community Center located at 118 South White Street, Carrollton Ga 30117 or by calling her at 770-832-1161. At this time you will pay the Recreation Maintenance Fee and any fees for facility rental if needed. Be sure to include set up if a facility is being rented in conjunction with an event.

### **PRE - EVENT**

\_\_\_\_\_ You will need to contact Janice Kerr at 770-832-1161 a week in advance of the event to give a more accurate participant number and ensure everything is in order.

### **DAY OF EVENT**

\_\_\_\_\_ You must pay your Police Officers accordingly \$50/hr. per Police Officer (2 hr. minimum

\_\_\_\_\_ You must pay your EMT’s accordingly \$50/hr. per EMT (2 hr. minimum