



Carrollton Parks and Recreation Department

118 S. White Street – P.O. Box 532 - Carrollton, Georgia 30112
(770) 832-1161 – Fax: (770) 834-3652 –



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:

Administration _____ **Athletics** _____ **Parks and 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 Director, 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, or
Kent Johnston at 770-296-5436, kjohnston@carrollton-ga.gov.



GreenBelt Event Fee Sheet

Route 1

Start & Finish Location: Lakeshore Park
 Lakeshore – Log Cabin – Lakeshore
 Route Distance: 3.12 miles

Fee Breakdown

\$200 Police Officers *2 Road Crossings
 \$60 Recreation Admin. & Maint. Fee

Total: \$460.00

Route 2 – Peachtree Qualifier*

Start & Finish Location: Hobbs Farm
 Hobbs Farm – Lakeshore – Hobbs Farm
 Route Distance: 3.12 miles

Fee Breakdown

\$200 Police Officers *2 Road Crossings
 \$60 Recreation Admin. & Maint. Fee
 \$15 Peachtree Qualifier Application

Total: \$475.00 \$460.00

(*Additional \$15.00 charge to make a Peachtree Qualifying Run if desired)

Route 3

Start & Finish Location: Hobbs Farm
 Hobbs Farm Only
 Route Distance: 3.12 miles

Fee Breakdown

\$ 0 No Police Needed
 \$200 EMT's (if requested)
 \$60 Recreation Admin. & Maint. Fee

Total: \$260.00

Other Event or Route

If any portion of the GreenBelt is used during an event the organizer must provide a map of the route from start to finish.

Fee Breakdown

\$100 per officer needed
 \$200 EMT's (if requested)
 \$60 Recreation Admin. & Maint. Fee

Total: TBD

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.

_____ If you are using a custom route you will need to contact Chris Wright at the Carrollton City Police Department at cwright@carrollton-ga.gov to schedule a time to determine the need for Police Officers for your event. Please come with a map with the drawn out route. Routes 1-3 do not require police department approval.

_____ You will submit the completed application to Janice Kerr from the Parks and Recreation Department for approval from the Superintendents. The application can be emailed directly to jkerr@carrollton-ga.gov, faxed to 770-838-1020, dropped off at the Stallings Community Center, 118 South White Street, Carrollton, GA 30117.

_____ 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 (2 hr. minimum)

\$50/hr. per Police Officer

_____ If requested by the renter you must pay your EMT's accordingly (2 hr. minimum)

\$50/hr. per EMT