



# PARK KEY

Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Date Returned: \_\_\_\_\_ Initials: \_\_\_\_\_  
Deposit Returned to: \_\_\_\_\_

## City of Cairo Parks Reservation and Permit Application

**This form is for a PRIVATE park event only.**

All PUBLIC events must complete a Special Events form that requires the approval of Mayor and Council.

### Park Rental Fee: \$50 Park Rental \$25 Key Deposit

Key Deposit is picked up the day before the event and is refunded when key is returned to City Hall and bathrooms are inspected; however, if you fail to pick up the key before your event and city personnel has to be dispatched to unlock them, you will forfeit your deposit.

Name of Applicant \_\_\_\_\_

Date Requested \_\_\_\_\_ Hours of event \_\_\_\_\_ to \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Type of Event \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Davis Park (306 1<sup>st</sup> ST NE) \_\_\_\_\_ Azalea Park (501 8<sup>th</sup> AVE NW) \_\_\_\_\_

Holder Park (115 6<sup>th</sup> ST SW) \_\_\_\_\_ Southern Terrace (1009 1<sup>st</sup> ST SW) \_\_\_\_\_

Structure: Pavilion \_\_\_\_\_ Picnic Area \_\_\_\_\_ Baseball Field \_\_\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_ (name of applicant) assume responsibility for the conduct of the person (s) using the facility for any injury or damage to any person (s) or property, including City property, which may result from its use by the person or organization and agree to hold harmless and indemnify the City of Cairo in that regard and shall further be held responsible for the strict adherence to all rules and regulations of the City of Cairo.

I verify that I have read and received a copy of the rules and regulations for reserving a park and I agree to adhere to all rules and regulations as stated. I also understand that when reserving the park, I am in fact reserving specific structures and that portions of the park where they are located. Because all City Parks are public property, I understand that my reservation does not constitute exclusive use of the entire park area in total. I further understand that it is my responsibility to pick up the key if needed for the reserved park on the Friday before or day before the event and to leave the park in a clean and orderly fashion immediately following my event. Should I fail to do so or should my event result in damage to park property, I understand I may be charged for these expenses.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## City of Cairo Park Reservation Procedures

The City of Cairo provides reservation of structures at Cairo city parks for special events, such as weddings, parties, and reunions. Reservations are made at the City Clerk's Office. Contact Elena Hernandez to obtain a reservation application and check on park availability. All reservations for PRIVATE events must be made at least seven (7) days in advance or thirty (30) days in advance for your SPECIAL EVENT PERMIT.

Complete the application and submit your non-refundable permit fee, along with a key deposit for park rentals, which will be refunded once the park key is returned to City Hall and the bathrooms are inspected; however, if you fail to pick up the key before your event and city personnel has to be dispatched to unlock them, you will forfeit your deposit. A copy of your STAMPED PAID application will be provided, and you should retain at all times during your event. The City of Cairo reserves the right to cancel a reservation at any time a group or individual violates park regulations, or if the City of Cairo deems the park to be unusable or unsafe.

Fees: The reservation holder is responsible for any damage to city parks and park structures including the restroom facilities. Please ensure the facilities are locked before leaving the park. A park inspection will be held following a booked reservation. Should property damage be incurred or should excessive clean-up efforts be necessary, the reservation holder will forfeit their deposit.

When reserving a park, you are in fact reserving the restrooms and specific structures where they are located on the park property. Since all city parks are public property, your reservation does not constitute exclusive use of the entire park area.

Park Reservation Contact: City Clerk's Office, Elena Hernandez, 229-377-1722, ext. 109.  
[ehernandez@cairocity.net](mailto:ehernandez@cairocity.net) or stop by 119 N. Broad St., Cairo, GA 39828, forms are also available online at [www.syrupcity.net](http://www.syrupcity.net).

\*SEE ATTACHED PARK RULES



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## PARK RULES AND REGULATIONS

The City of Cairo Parks are for the enjoyment of all Cairo's citizens and guests. In order to maintain its accessibility and natural beauty, we ask that you cooperate with the following rules and regulations:

- ❖ Hours of Operation: Sunrise to Sunset
- ❖ If an event is advertised on social media that differs from what the council has approved, the permit may be revoked and the city may deny all future request.
- ❖ Park facilities cannot be subleased or have the sale of merchandise or food products. Due to the fact the parks are public property, in NO instance may a fee be charged to enter the facilities.
- ❖ No littering, you will be required to pick up after your event or your deposit will be forfeited.
- ❖ The City of Cairo reserves the right to reject or refuse any reservation request.
- ❖ Absolutely NO alcoholic beverages may be possessed or consumed in the City of Cairo Parks! This applies to either open or unopened containers. There are NO Exceptions and violators will be prosecuted.
- ❖ There will be no use of glass containers in the City of Cairo Parks.
- ❖ Use of microphones, musical devices, or any amplified sound must be in compliance with the City of Cairo's noise ordinance.
- ❖ The use of inflatable structures must be submitted for approval.
- ❖ The use of motorized vehicles or skateboards is prohibited.
- ❖ The City of Cairo reserves the right to require supervision or security at the expense of the person or organization reserving the use of parks for public events. For large gatherings or events open to the public, a special event permit is required.
- ❖ Specific prior permission is required for decorations, alterations to fixtures, walls, etc., or the posting of signs. No permission will be granted for any nails or staples to be used. Stakes may not be driven in the ground. Tape or push pins are acceptable options for affixing decorations.
- ❖ Chairs, tables, or staked tents are not permitted on the grass in the irrigated areas. For placement of tables, chairs or freestanding tents contact the City Clerk's Office.
- ❖ In the event that people outside of your party are occupying the facility you have reserved, the person or organization reserving the park does not have the authority to eject them from the premises. The person or organization reserving the park may request others not with their party to move. Should the other party disagree, the person or organization reserving the park may contact the non-emergency number for the Police Department at 229-378-3096. Be sure you have the stamped paid Park Reservation Form with you to confirm that you have reserved the park. Please note that when reserving a park, you are in fact reserving specific structures (pavilion, picnic area, baseball field, or restrooms). Because all city parks are public property, your reservation does not constitute exclusive use of the entire park area in total. The city cannot be responsible for decorations, special provisions, or coordinating any event including weddings. If you have any problems after hours or on weekends, please call the City of Cairo at 229-377-2489.