



Great Dunes Beach Deck Pavilion Reservation Form

101 N. Beachview Dr. Jekyll Island, Ga 31527

EVENT NAME: _____

DATE: _____

CONTACT: _____

EMAIL: _____

ADDRESS: _____

PHONE: _____



Access/Set up Time: _____

Event Start & End Time: _____

(All events must end by 11:30 PM)

NAME OF EVENT FOR RESERVED SIGN: _____ ATTENDANCE # _____

Return COMPLETED form & deposit to:

Jekyll Island Convention Center, 75 N Beachview Drive, Jekyll Island, GA 31527 Attn: JI Park Rentals
OR jekyllparks@jekyllisland.com

FOR OFFICE USE ONLY

Amount Received _____ Date: _____

Cash _____ Check _____ Charge _____

Received by _____ Amount Due _____

RESERVATION FEE: \$850

The rental includes the Beach Deck building only (both covered and uncovered area). Please keep in mind that surrounding areas; i.e. parking lot, lawn, bathrooms, beach are on a first-come first-served basis, they will be open to the public during your event, therefore these areas cannot be reserved. No rain backup space is provided. Address for Great Dunes Park is 101 N. Beachview Dr. Jekyll Island, Ga 31527.

ELECTRICITY NEEDED: _____ YES _____ NO

- A limited amount of electricity is available upon request. If there are special or unusual power requirements, please contact the Convention Center Sales Manager at least two weeks prior to the event. Additional electrical fees may apply. Electricity cut on is 1 hour prior and 1 hour after times booked. If you need electricity earlier than 1 hour prior to event, please indicate when: _____.

DEPOSITS & CANCELLATION:

- **A 50% DEPOSIT IS REQUIRED ALONG WITH THIS COMPLETED RESESRVATION FORM.** The remaining balance is due 30 days in advance of the event date. Your space is not confirmed until a deposit is paid and this form is executed. Deposits are 100% refundable if your event is cancelled over 180 days before the event date and 50% refundable if cancelled between 180-90 days before the event date. Deposits are not refundable if cancelled less than 90 days before the event date.

LIABILITIES/POLICIES:

- By signing the Rental Agreement, client agrees to pay the cost of repair, restoration, replacement of damage done by you, your subcontractors, vendors, agents, or invitees to the Jekyll Island Authority. The Jekyll Island Authority shall be held harmless for all claims arising out of use of the Beach Deck Pavilion. Client assumes full responsibility for theft, loss or damage to any property and equipment brought to the facility by you, your subcontractors, vendors, agents, or invitees. Contracts made directly with your vendors are solely between you and your vendor. The Jekyll Island Authority is not responsible for any damage or loss of items or equipment placed or left on the Beach Deck prior to, during or following an event. Clients are to ensure that all vendors review and agree to comply with all requirements established by the Authority. The Client is also responsible to abide by all fire codes set forth by the Fire Department. By signing the Rental Agreement you acknowledge that the Jekyll Island Authority is not responsible for policing fire code adherence and is not responsible for the refunding of rental fees due to the closure of an event by a Fire Marshall. JIA reserves the right to inspect and control all private functions. The party in charge or the function is responsible for the conduct of all that attend. Client is responsible for compliance with the Jekyll Island's Noise Ordinance and all other ordinances and laws by all persons attending the event at the facility.
- Teardown and cleanup must be completed within two hours after the event ends to not incur additional charges. The client and its sub-contractors are responsible for teardown/cleanup, returning area to condition immediately prior to event, removal of all trash (including perishable items), removal of catering equipment and repair of any damage. All party rental equipment must be arranged for pick-up no later than 9am the following morning. JIA is not responsible for any equipment left out on property overnight.
- Alcoholic beverages are allowed, but NO glass bottles are allowed. Client shall be responsible and liable for any damages arising from use of alcoholic beverages at event. Any person who creates disturbance, endangers others, or fails to abide by facility policies, state or federal law is subject to ejection from the facility and must vacate property or be arrested on trespassing charges. Client shall abide by all local, state and federal laws applicable to the servicing of alcoholic beverages at the event.
- No sparklers, fireworks or open flames (including heaters) are permitted on the Beach Deck. Votive candles and enclosed candles are allowed. No pins, nails, staples or tapes are permitted on any walls, ceilings or floors on property. No glitter, sequins, confetti, fake snow, bird seed, dried rice or balloon release is allowed. No signs may be used outside the Beach Deck advertising any event or activity unless written approval has been granted through the Jekyll Island Authority.
- You may provide your own food or employ the services of a Caterer. All food must be cooked or otherwise prepared off-site. Equipment brought on to the Beach Deck for cooking or heating must be approved in advance by Convention Center Sales Manager. Propane stoves, ovens and charcoal grills are only allowed in designated areas, not at the Beach Deck Pavilion. Client is responsible for all actions of its caterer, florist or any other vendor and should inform them of the rules and regulation of the deck.
- Smoking is not permitted on the Beach Deck. Smoking is allowed 20 feet from any point of the building.
- Georgia State Patrol 635-2303 handles problems after office hours. **Please bring a copy of this form.**
- Signature below indicates that the Organization's representative has read this form and the Organization agrees to abide by the rules set forth by the Jekyll Island State Park Authority.
- Note that lighting restrictions are applicable during the sea turtle nesting season which is May 1 through October 31.

_____ DATE: _____
Signature of Organization's Representative

_____ DATE: _____
Signature of Jekyll Island Convention Center Representative