

Payment is due by the date listed in the accompanying email. If payment is not made by the specified due date the rental will be released and opened back up to the public

TERMS AND CONDITIONS

1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event.
2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances
3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons
4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds
5. Non-residents are charged an additional fee for rental of City parks and facilities
6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed
7. Once a shelter is occupied, there are no refunds due to rain or bad weather
8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking
9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application
10. Fees (including hourly rental rate plus refundable damage deposit) must be paid in advance prior to event date and are required at the time of booking. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. Once rental period is over the refundable damage deposit will be mailed back to your address on file via check in 2-4 weeks.
11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source.
12. Water slides (apparatus) are not permitted in Brookhaven's Parks
13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions
14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility.
15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf
16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event
17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters.
18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense for special events
19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear
20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles.
21. CERTIFICATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement
22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks
23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event
24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use
25. Applicants understand that alcohol is permitted only in conjunction with a facility reservation and

approved permit. Once permit is sent to Parks office it will be signed and return to the applicant. Applicant will take signed form to City Hall to acquire alcohol permit, and will be contacted by Brookhaven PD to arrange for officers to be present on-site at applicant's expense. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail

26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense.

The Applicant shall read, understand, and agree to all provisions set forth in this Agreement.

PERMIT #29171

Authorized On: 03/23/2026 01:37 PM

NOTE: July 2026 Cricket games

Location	Permit Holder	Authorized Agent
Blackburn Park 3493 Ashford Dunwoody Road Brookhaven, GA 30319	Atul Deshmukh 2667 Redding Rd Brookhaven, GA 30319	Ayanis Dennis 0 parksandrec@brookhavenga.gov http://brookhavenga.gov/city-departments/parks-rec

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Blackburn Park	Adult Softball/Baseball 1	Sun, Jul 12th 2026	08:30 AM-02:30 PM	6.00	\$240.00
Blackburn Park	Adult Softball/Baseball 2	Sun, Jul 12th 2026	08:30 AM-02:30 PM	6.00	\$240.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Jul 19th 2026	08:30 AM-02:30 PM	6.00	\$240.00
Blackburn Park	Adult Softball/Baseball 2	Sun, Jul 19th 2026	08:30 AM-02:30 PM	6.00	\$240.00
Blackburn Park	Adult Softball/Baseball 1	Sun, Jul 26th 2026	08:30 AM-02:30 PM	6.00	\$240.00
Blackburn Park	Adult Softball/Baseball 2	Sun, Jul 26th 2026	08:30 AM-02:30 PM	6.00	\$240.00
TOTAL:					\$1,440.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Blackburn Park	Adult Softball/Baseball 1	Jul 12, 2026 8:30 AM-2:30 PM	\$240.00	\$0.00	\$240.00
Blackburn Park	Adult Softball/Baseball 1	Jul 19, 2026 8:30 AM-2:30 PM	\$240.00	\$0.00	\$240.00
Blackburn Park	Adult Softball/Baseball 1	Jul 26, 2026 8:30 AM-2:30 PM	\$240.00	\$0.00	\$240.00
Blackburn Park	Adult Softball/Baseball 2	Jul 12, 2026 8:30 AM-2:30 PM	\$240.00	\$0.00	\$240.00
Blackburn Park	Adult Softball/Baseball 2	Jul 19, 2026 8:30 AM-2:30 PM	\$240.00	\$0.00	\$240.00
Blackburn Park	Adult Softball/Baseball 2	Jul 26, 2026 8:30 AM-2:30 PM	\$240.00	\$0.00	\$240.00
TOTAL:			\$1,440.00	\$0.00	\$1,440.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun

#1 - Will alcohol be present?

Response: No

Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#2 - Are you charging for entry?			
Response: No			
Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#3 - Will this event be publicized? (flyer, poster, yard sign, banner, internet, social media, etc.) If yes, please specify.			
Response: yes			
Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#4 - Please describe your reservation and any additional features (example: children's birthday party, with bounce house/inflatable and petting zoo)			
Response: cricket games			
Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#5 - Customers requesting refunds (10) business days before reservation date will receive a 100% refund. Customers requesting refunds less than (10) business days before reservation date will receive a credit to their CivicPlus account. Refundable damage deposits paid by card will be refunded to original card within 7 days after the reservation date. Refundable damage deposits paid by cash or check will be refunded via check mailed to the address on the customer's account within 4-6 weeks after the reservation date.			
Response: Agreed			
Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#6 - As a permit holder it is your right and authority to occupy/use a facility during the time in which is listed on your permit and that you paid for. We advise each permit holder to have in hand their permit when occupying a facility for use. In the event a park user or group is in current use of a facility please present them the permit and information regarding your rental of the said facility. In the event the user or group refuses to vacate the facility during the time in which your permit shows please contact City of Brookhaven Parks and Recreation office to assist. (404-637-0542) In the event this occurs outside of regularly schedule business hours please contact Brookhaven Police Department to assist. By booking this rental, you agree that you have verbally acknowledged and agreed to the above information with a BPRD staff member.			
Response: Agreed			
Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#7 - Estimated number of guests			
Response: 30			
Blackburn Park	Adult Softball/Baseball 1 Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#8 - If this reservation is for an organized activity (sport clinic/training, league, team practice, tournament), a Certificate of Insurance will need to be submitted to athletics@brookhavenga.gov within 48 hours of reservation being approved. CERTIFICATE OF INSURANCE is required for athletic facility reservations that involving any of the following: practice, clinic, training, game, league, or tournament. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement.			
Response: Agreed			
Blackburn Park	Adult Softball/Baseball 2	07/12/2026-07/26/2026	Sun
#9 - https://www.theeventhelper.com#rfb36n This link is for rental customers who require event insurance. It will direct you to our application with your information prefilled and automatically email certificates of insurance to you upon purchase. The requirement for insurance will not be waived in instances it is required, but it is not mandatory for rental customers to use our service to secure the required coverage. If you do not use this service, you are required to email a certificate of insurance to parksrec@brookhavenga.gov. Examples of required insurance: if you are serving or selling food or beverages, alcohol, will have animals present, etc.			
Response: Agreed			
Blackburn Park	Adult Softball/Baseball 1	07/12/2026-07/26/2026	Sun
#10 - Is this reservation open to the public?			
Response: No			

#11 - TERMS AND CONDITIONS 1. Applicant must have the General Use Agreement, permits, and receipt in their possession for verification at the event. 2. Only applicants 21 years or older are issues Use Agreements and agrees to adhere to all City, County, and State laws and ordinances 3. The Department of Parks & Recreation reserves the right to cancel or suspend any scheduled activity at a City facility when it is determined that such use is unsafe for the general public and park patrons 4. Shelter rentals only include the use of the shelter and adjacent grills for the time indicated on agreement and not the surrounding areas and playgrounds 5. Non-residents are charged an additional fee for rental of City parks and facilities 6. Cancellation and refund requests must be made in writing to the Department of Parks and Recreation 10 (ten) days prior to the reservation date, after which no refunds will be allowed 7. Once a shelter is occupied, there are no refunds due to rain or bad weather 8. Vehicles are not permitted off paved driveways. Brookhaven Police Department will issue citations for unauthorized parking 9. No PUBLICITY, advertising (fliers, posters) of any time may be released for use relating to the event until approval is granted for the application 10. Fees (including rental fee plus refundable damage deposit) must be paid at the time of booking. Make checks or money orders payable to the City of Brookhaven; 3360 Osborne Rd. NE. Brookhaven, Georgia 30319. There will be no refunds issued for Special Permits. 11. Inflatables and/or amplified music is permitted in the park(s) with an approved permit, payment of applicable fee, and proof of insurance. It is the responsibility of the applicants to provide a power source. 12. Water slides (apparatus) are not permitted in Brookhaven's Parks 13. Shelter attendance shall not exceed maximum capacity stated on the General Park Use Agreement Application. Overextending the capacity is a violation of the permit conditions 14. Tables are made available at each pavilion; however, electricity and water is not guaranteed at any facility. 15. NO stakes or objects longer than 6 (six) inches may be driven into the park turf 16. Applicant shall leave the facility free of trash and debris generated by the event. All trash shall be sacked and placed along the curbside at the conclusion of the event 17. Clean-Up includes the following: removing all litter, signs and decorations from and around pavilion including anything hung from rafters. Activity Building/Pavilion Rental Application City of Brookhaven 3360 Osborne Rd. NE Brookhaven, GA 30319 Phone: 404-637-0530 parksandrec@brookhavenga.gov 18. Applicant is responsible for providing security and/or traffic control as deemed necessary by the Brookhaven Police Department at applicant expense 19. Applicant will be billed for cost of repairs and/or replacement of any and all damaged to structures, equipment, facilities, planting, or turf beyond normal wear and tear 20. The City of Brookhaven will not be held responsible for any loss or theft during the event; personal items should not be left in vehicles. 21. CERTIFICIATE OF INSURANCE is required for some events. Certificate of Insurance must name City of Brookhaven as the additional insurer \$1,000,000 (ONE MILLION DOLLARS) each (OCCURANCE COMBINED SINGLE LIMIT). Applicants agree to assume the defense and indemnify and hold City of Brookhaven, its Officers, Board of Commissioners, Directors, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlement cost, charges, professional fees, or other expenses or liabilities of any kind and character in connection with or arising directly or indirectly out of this Agreement 22. No FIRES are permitted, other than in designated areas. Only fireproof or fire-retardant materials may be used for decorations and at no time shall stop signs be covered or obstructed. Failure to adhere will jeopardize future use of City parks 23. Applicants understand that the selling of food is prohibited. Applicant may apply for a vendor permit from the Parks and Recreation Department and the DeKalb Board of Health 45 days prior to event 24. Applicants understand that failure to comply with these terms and conditions may cause revocation or termination of this permit and will jeopardize future use 25. Applicants understand that alcohol is permitted only in conjunction with a facility reservation and approved alcohol permit. Once permit is sent to Parks office it will be signed and return to the applicant. Applicant will take signed form to City Hall to acquire alcohol permit, and will be contacted by Brookhaven PD to arrange for officers to be present on-site at applicant's expense. Alcohol must be consumed in the reserved area (pavilion). State, County, and City laws on alcoholic beverages will prevail. No alcohol will be allowed in city facilities without approved alcohol permit. 26. ONLY OFF DUTY BROOKHAVEN POLICE OFFICERS are utilized at events held at City parks and facilities. Brookhaven's Police Department will determine the specific security personnel needed and will arrange for their presence at the applicants expense. The Applicant shall read, understand, and agree to all provisions set forth in this Agreement. By booking this rental, you agree that you have verbally acknowledged and agreed to the above information with a BPRD staff member.

Response: Agreed

#12 - Will anything be sold on-site?

Response: No