



**Clayton County International Park**  
**2024 Lakeview Event Center Indoor Policies and Regulations**

These Policies and Regulations are intended for the Patron’s and guests’ protection and to ensure that all parties are aware of the privileges and liabilities associated with the use of the Lakeview Event Center (LEC) located at Clayton County International Park (CCIP). Please make sure that persons assisting with the event have a copy of these Policies and Regulations. Failure to follow the Policies and Regulations may result in additional charges being assessed to the Patron.

**Security deposit is due at the time of booking.**  
**Rental fee is due 60 days before scheduled rental date.**

1. CCIP does not hold dates. Reservations are issued to the first party to complete a contract and all required steps to guarantee the reservation. If a contract has not been signed and deposit made in full, the event date will remain available for other parties.
2. Rental time is 8 (eight) consecutive hours which includes setup and cleanup (this means the time needed for setup, removal of all personal items, breakdown of all equipment, etc.). No rental time shall exceed midnight without additional fees being assessed. Failure to vacate the facility at the designated time will result in forfeiture of your security deposit.
3. **Cancellation Policy:** You must notify the Sales Office in writing (by fax, email, or in person) 60 days prior to your event date to receive a full refund. If you fail to notify us 60 days prior to your event, you will forfeit all monies (including your security deposit).
4. All payments must be made by cash, money order or credit card (Visa or MasterCard). A refundable security deposit of \$500/\$1000.00 is required when renting space in the LEC. To ensure the return of your refundable security deposit, please leave the room in its original condition at the end of your rental period. Refundable deposits, regardless of payment method, will be issued via check by our Finance Department. Please anticipate at least 30 days for processing and delivery. Refunds will be initiated on the following business day after your event.
5. All signs, banners, balloons, etc. affiliated with the event, must be removed prior to exiting the park.
6. Setup and breakdown of CCIP items will be provided as agreed upon on the layout diagram. The layout diagram is due 2 (two) weeks prior to your event. If diagram is not received 2 (two) weeks prior to event chairs and tables will be provided and client is responsible for setup. Once the room is setup per your diagram, client is responsible for any changes thereafter.
7. All special requests (PA Equipment, Audio Visual Equipment, etc.) Must be ordered two weeks prior to the event date.
8. Open candles on the tables are strictly prohibited. All candles must be domed or contained in such a way as to not create a potential fire hazard. Please check with CCIP staff concerning the use of candles, centerpieces and/or decorations.
9. Rice and bird seeds are not allowed in the LEC. “Send off” items may include rose petals, bubbles or bells. Please check with CCIP staff concerning the use of “send off” items.
10. Confetti is not allowed as decoration for the tables or for any other purposes.
11. All decorations/equipment must be removed at the end of any event. Any items left for more than 24 hours without a phone call or prior approval will be thrown away or become property of CCIP.
12. The affixing of anything to the walls, floors or ceilings of the LEC with nails, staples, tape or any other devise or material is strictly prohibited. No tape on sheet rock walls or ceiling tiles. In the event that this is done, the cost to repair any damage to the LEC will be the responsibility of the Patron.
13. Furniture and/or equipment shall not be moved or removed from the LEC or designated room the furniture and/or equipment is located. Doing so may result in loss of deposit and/or become the Patron’s responsibility for additional payment of damages.
14. All trash is to be placed in the trash receptacles. Liners within the receptacles shall not be removed. Please contact your CCIP Coordinator for additional trash receptacles and/or liners.
15. The Bridal Suite is available with rental of VIP Complex Level 1 only.
16. Chaperone / Security requirement for groups of children 18 years old and under: One (1) adult chaperone per twenty children for ages 15 and under and one (1) security officer per 150 children ages 16-18.
17. Additional Activities/Services: All additional activities or services must be arranged 30 days prior to your event pending approval through our Risk Management Department. This includes but not limited to Moonwalk, Food Trucks, Game Truck and equipment.
18. Smoking or the use of tobacco products, including, but not limited to, vaping, snuff and chewing tobacco are strictly prohibited at all locations within Clayton County International Park.
19. Package prices that include consecutive days for rental of LEC and/or rehearsal dinners must accept the LEC as is or may arrange a new setup of the facility at an additional \$75.00 fee.
20. LEC rental Does Not Include Spivey Splash Water Park Admission. Spivey Splash Group Tickets may be pre-purchased no later than five (5) days prior to your event. The group rate will be posted prior to the season opening of the water park, however a minimum of 20 tickets is required and tickets must be purchased in a single transaction. Spivey Splash pre-purchased tickets are not available for the following dates May 25-27, July 4-7 and August 31 - September 2, 2024.
21. Alcohol is permitted at CCIP under advised guidelines and restrictions. All requests must be approved prior to an event through the Sales Office and will require the use of a licensed bartender with a current pouring license. When serving alcohol at CCIP, security is required from the designated serving time until the end of the event. Security must be booked through the Sales Office at a cost of \$60.00 an hour with a three-hour minimum. For any questions or concerns, please contact a representative from the Sales Office at CCIP (770) 603-4005.

I agree to abide by the policies and regulations stated above and acknowledge that I will be held responsible for any damage to or littering within Clayton County International Park. In such event, I agree to pay for any cost of time, remedy, cleaning, repair or other damages, and I expressly authorized by credit card (if given to pay for the booking) or other form of payment, to be debited accordingly.

\_\_\_\_\_  
Client’s Name (Print)

\_\_\_\_\_  
Client’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Credit Card Holder’s Name (Print)

\_\_\_\_\_  
Credit Card Holder’s Signature

\_\_\_\_\_  
Date

Indoor Policies Revised: 01/05/24