

CITY OF HAMPTON
STATE OF GEORGIA

ORDINANCE NO. 2024-18

AN ORDINANCE FOR THE PURPOSE OF GRANTING A VARIANCE TO PROPERTY LOCATED IN THE CITY OF HAMPTON AND FOR OTHER PURPOSES; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

THE COUNCIL OF THE CITY OF HAMPTON HEREBY ORDAINS:

WHEREAS, the Mayor and Council are the governing body of the City of Hampton, Georgia;

WHEREAS, a certain parcel of land bearing address 10 Central Avenue, and being Parcel Identification No. H02-01001000, and being 26.0 +/- acres; and

WHEREAS, under the Zoning Ordinance of the City and the Official Zoning Map of the City, the within described property is currently classified R-2 (Single-Family Residential); and

WHEREAS, the Henry County Board of Education, 33 Zach Hinton Parkway (hereinafter referred to as "Applicant") applied for a variance from Appendix A Section 11-9. B. (2) For subdivisions, one subdivision sign at each entrance from an exterior street, designed as a monument sign, not to exceed 32 square feet in area or 8 feet in height; and

WHEREAS, a public hearing on the application was conducted by the Mayor and Council on August 13, 2024, pursuant to O.C.G.A. § 33-66-1, et seq. and local ordinances at Hampton City Hall; and

WHEREAS, the City has considered the applicant's request for a variance thereto and the criteria for variances under Appendix A. Article 11. Section 11-9. B. (2) of the Hampton Code of Ordinances; and

WHEREAS, the City has sought the guidance of its Mayor and Council and all data and evidence taken at the public hearing; and

NOW THEREFORE, IT IS HEREBY ORDAINED after a vote by the Mayor and Council of the City of Hampton that:

Section 1. The property described herein below is currently zoned (Single-Family Residential) District.

All tract or parcel of land bearing address 10 Central Avenue, and being Parcel Identification No. H02-01001000, lying in Land Lot 250 of the 6th District, Henry County, shall be granted a variance from Appendix A Section 11-9. B. (2) – such that the maximum height of a monument sign is increased from eight feet (8'-0") to ten feet and three inches (10'-3").

Section 2. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City of Hampton.

Section 4. This Ordinance shall take effect immediately upon its adoption. All Ordinances in conflict herewith are expressly repealed. It is the intention of the governing body, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Hampton, Georgia, and the sections of this Ordinance may be renumbered, if necessary, to accomplish such intention.

Section 5.

- a. It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.
- b. It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause, and phrase of this Ordinance is severable from every other, section, paragraph, sentence, clause, or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this Ordinance.
- c. In the event that any phrase, clause, sentence, paragraph or Section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or Sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and Sections of the Article shall remain valid, constitutional, enforceable, and of full force and effect.

Section 6. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 7. The effective date of this Ordinance shall be the date of adoption unless otherwise specified herein.

SO ORDAINED, this 10th day of September, 2024.

CITY OF HAMPTON, GEORGIA


ANN N. TARPLEY, Mayor

ATTEST:


RASHIDA FAIRLEY, City Clerk, Deputy


APPROVED AS TO FORM:


L'ERIN BARNES WIGGINS, City Attorney



Variance Evaluation Report

City of Hampton, Georgia

VARIANCE CASE NO.

10 Central Avenue – Hampton Elementary (VAR-24-06-27)

City Council: Ann Tarpley, Mayor
Sheila Barlow, Mayor Pro-Tem,
Devlin Cleveland
Pam Duchesne
Marty Meeks
Willie Turner
Kesha White-Williams

Report prepared by: Tiffany Dobbins, MPA, Planner; Wanda D. Moore, Director

Applicant: Henry County Board of Education
33 Zach Hinton Pkwy
McDonough GA 30253

Location: 10 Central Avenue
Hampton GA, 30228
Hampton Elementary School

Request: Variance for Allowance of electronic entrance sign within R-2 Zoning District
(Appendix A Section 11-6. L)

Parcel ID: H02-01001000

Proposed Use: School

Current Land Use: R-2 (Single Family Residential)

Future Land Use: Public Institutional

Legal Advertisement: July 10, 2024

Sign Posted: July 15, 2024

Public Hearing: August 13, 2024

Property Area: 26 Acres

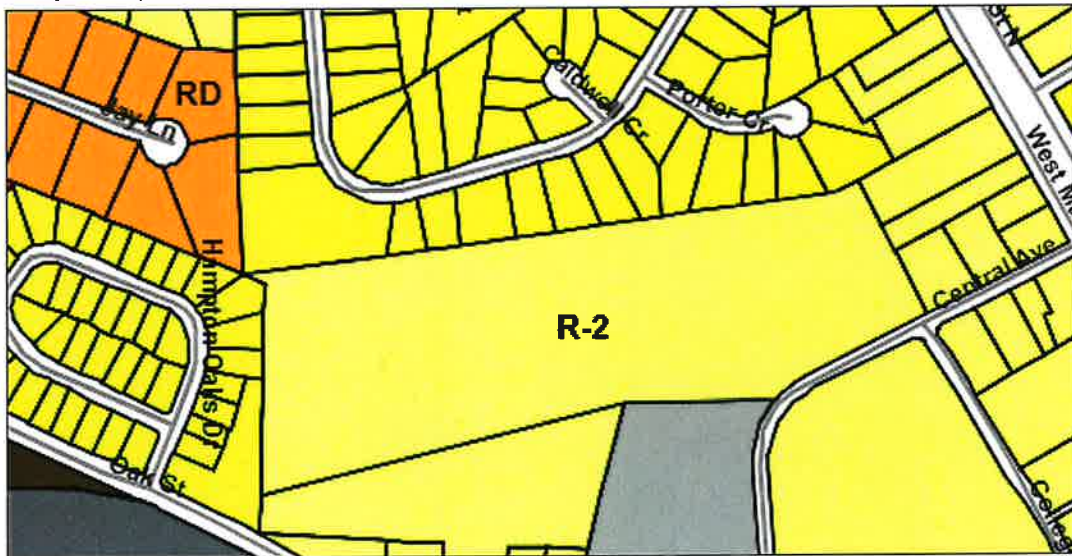
Road Access: Central Avenue

Zoning History: The subject property is zoned R-2 (Single-Family Residential). Schools are permitted outright within this zoning district.

Table 1.0 illustrates the current zoning and land use of surrounding properties.

	Current Zoning	Current Land Use
North	R-3	Single-Family Residential District
South	R-2 AND M-1	Single-Family Residential District and M-1 Light Industrial District
East	R-2	Single-Family Residential District
West	R-3	Single-Family Residential District

Source: City of Hampton Official Zoning Map





Source: Henry County Tax Assessor Map

Introduction:

The applicant's request is to place an LED Entrance sign at the front entrance of the property where the old sign used to sit. The maximum allowed sign height is 8'-0". The applicant is requesting a sign height of 10'-3". To date, they have installed the sign without submitting a permit.

The property is currently used as Hampton Elementary School by the Henry County School Board. Their sign is an "Entrance sign", as defined by code, "Entrance Sign. Any ground sign placed at the intersection of a public street and a public or private entryway into a residential subdivision or an apartment, condominium, townhouse, office, institutional, commercial, or

industrial development." The applicant applied for a variance as the proposed sign is taller than what our code allows and the use of an LED Entrance Sign.

Relevant codes:

Sec. 11-2. - Definitions.

LED sign. Any electronically controlled sign utilizing light-emitting diode technology to form a portion of or the entire sign message, whether that message is changeable or static. Such signs include any sign that uses LED technology of any kind, whether conventional (using discrete LEDs); surface mounted (otherwise known as individually mounted) LEDs; transmissive, organic light emitting diodes (OLED); light emitting polymer (LEP); organic electro polymer (OEL); or any other similar technology. LED signs meeting the standards of this article are permitted as changeable copy signs.

Monument sign. A *ground sign* with a base positioned directly on the ground providing a solid and continuous platform for the sign face. The supporting structure shall be at least as wide as the sign and shall be fabricated of brick, stone, metal or other architectural material compatible with the architectural finishes on buildings established on the property.

Ground sign. A class of signs that includes pole, monument, entrance and pylon signs erected directly on the ground or supported by uprights or braces permanently placed in the ground and not supported by or suspended from any building or structure.

Section 11-6. L – "Entrance signs, subdivision signs, and signs on properties with a conditional use permit may be externally illuminated from dusk until dawn but may not be internally illuminated or include an LED sign or changeable copy sign."

Sec. 11-7. - Variances.

This section shall provide the exclusive procedures for granting variances to the requirements of this article.

A. (not shown as applicable to OI, C-2, C-3, M-1, M-2, or MU covering more than ten contiguous acres)

B. Upon application by the property owner of a lot, the City Council may grant a height variance where the applicant has shown that:

1. All signs and structures within the business development are in conformance with this article; and

2. The variance, if granted, would not cause substantial detriment to other property owners or tenants, or to the public good, nor would it impair the purpose and intent of this article; and
3. The City Council shall consider at least one of the following factors:
 - i. The size of buildings constructed on the subject lot;
 - ii. The potential to subdivide the lot; or
 - iii. The number of different tenants occupying the buildings; and
4. Financial loss to the applicant. However, such loss is not sufficient grounds, by itself, to justify a variance. Furthermore, peculiar conditions or circumstances which are the result of actions of the current or former owner(s) of the property covered by the application cannot be considered as grounds to justify a variance. The authority to erect and maintain additional signs as may be permitted under any such variance shall terminate upon the subdivision of the lot upon which such variance was granted.

Sec. 11-9. - Requirements by District.

- A. In addition to all other regulations in this article, all signs must conform with the requirements contained in this section.
- B. The following types of signs shall be permitted on lots zoned RA, R-1, R-2, R-3, R-4, R-D, PD, and:
 1. One flag of not more than 15 square feet. Where flags are flown from flagpoles, flag poles shall not exceed 35 feet in height. Official flags of a government entity shall not be subject to these limitations.
 2. For subdivisions, one subdivision sign at each entrance from an exterior street, designed as a monument sign, not to exceed 32 square feet in area or 8 feet in height.
 3. For uses with a conditional use permit, one entrance sign designed as a monument sign, not to exceed 32 square feet in area or 8 feet in height.

Criteria for Granting a Variance per Article 11: Section 11-7 (B) - Variances.

Criteria B.1. All signs and structures within the business development are in conformance with this article.

No. The current sign was installed without a permit and exceeds the maximum 8'-0" height limit and is fitted with a LED sign panel.

Criteria B.2. The variance, if granted, would not cause substantial detriment to other property owners or tenants, or to the public good, nor would it impair the purpose and intent of this article.

If approved, the variance will not cause substantial harm to adjacent property owners, tenants, or to the public good. The applicant would be required to adhere to the city's construction standards that state, "The illumination of internally illuminated signs shall not exceed 20 foot candles of incandescent light measured at a distance of ten feet from such structure."

Criteria B.3. The City Council shall consider at least one of the following factors:

- i. The size of buildings constructed on the subject lot;
- ii. The potential to subdivide the lot; or
- iii. The number of different tenants occupying the buildings

i. The building size is 74,455 sf and is used as an elementary school.

Should the Council approve the requested height variance, it would be appropriate as the large scale of the building (74,455 sf) would balance the additional height of the sign.

Criteria B.4. Financial loss to the applicant. However, such loss is not sufficient grounds, by itself, to justify a variance. If the variance is not approved, the Henry County Board of Education will experience a financial loss due to removal and replacement of the sign.

Staff Summary

Staff sees no detrimental impact should the council vote to approve the applicant's variance and allow the sign height to increase from 8'-0" to 10'-3".

Staff recommends that the applicant add a brick base material so that staff can classify it as a monument sign which is permitted by code. See exhibits on the following page of this report.

Finally, the staff requests the opportunity to evaluate our current sign ordinance for a future text amendment as ambiguities were found that created confusion. An update will ensure our code is more clearly described.

Photo of Previous sign (No LED)



New LED Sign installed



Staff Proposed Monument Sign



Attachments:

- Application
- Public Advertisement
- Variance Sign Posting on Property
- ORD. 2024-18

CITY OF HAMPTON
770-946-4306

REC#: 00512319 6/27/2024 3:05 PM
OPER: DRIVE TERM: 002
REF#: 35796YB

TRAN: 100.3165 VARIANCE
SUNBELT BUILDING INC
HAMPTON ELEMENTARY SIGN
VARIANCE 300.00CR

TENDERED: 300.00 CHECK
APPLIED: 300.00-

CHANGE: 0.00



VARIANCE REQUEST APPLICATION

• Fee \$300.00



Name of Applicant: HENRY Co. BOARD of Education Phone: [REDACTED] Date: 9-26-23

Applicant's Address: 33 ZACH HINTON PKWY Fax: _____ Cell # _____

City: MCDONOUGH State: GA Zip: 30253 Email: _____

Name of Agent: MICHAEL FELGENHAUER Fax: _____ Cell: [REDACTED]

City: MCDONOUGH State: GA Zip: 30253 Email: [REDACTED]

The Applicant named above affirms they are the owner or agent of the owner of the property described below and requests:

Variance being requested: Henry Co. Board of Education

Address of Property: 10 CENTRAL AVE., HAMPTON, GA. 30228

Size of Tract: _____ acre (s), Land Lot Number (s): 250/6 District(s): _____

Property Tax Parcel Number: H02-01001000 (REQUIRED)

Witness Signature

Applicant Signature

MICHAEL FELGENHAUER

BARRY L. MILES

Printed Name of Witness

Printed Name of Applicant

Nick Schmuck

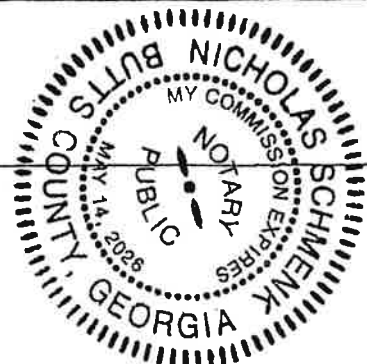
Signature of Agent

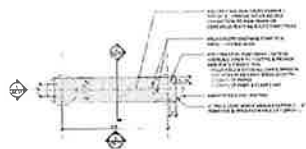
Notary

(FOR OFFICE USE ONLY)

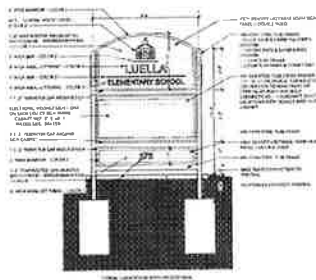
Application **APPROVED/ DENIED** by Hampton City Council

Date: _____

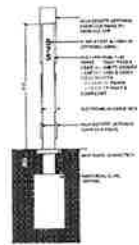




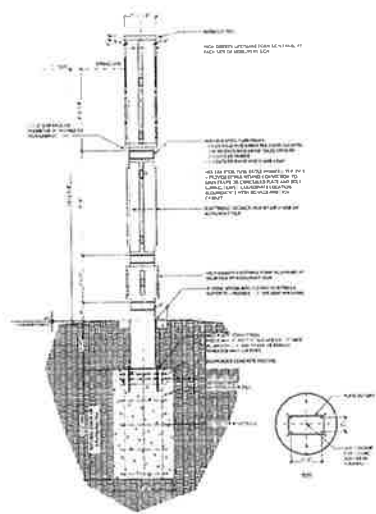
TYP ELEMENTARY SCHOOL SIGN PLAN
1/8" = 1'-0"



TYP ELEMENTARY SCHOOL SIGN ELEVATION
1/8" = 1'-0"



TYP ES SIGN ELEVATION
1/8" = 1'-0"



TYP ELEMENTARY SCHOOL SIGN SECTION
1/8" = 1'-0"

GENERAL NOTES

1. All signs shall be constructed in accordance with the American National Standards Institute (ANSI) Z39-18-2003 Standard for the Manufacture and Installation of Signs.
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4. All signs shall be constructed in accordance with the American National Standards Institute (ANSI) Z39-18-2003 Standard for the Manufacture and Installation of Signs.

1. Signage	2. Signage	3. Signage	4. Signage
5. Signage	6. Signage	7. Signage	8. Signage
9. Signage	10. Signage	11. Signage	12. Signage
13. Signage	14. Signage	15. Signage	16. Signage
17. Signage	18. Signage	19. Signage	20. Signage
21. Signage	22. Signage	23. Signage	24. Signage
25. Signage	26. Signage	27. Signage	28. Signage
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85. Signage	86. Signage	87. Signage	88. Signage
89. Signage	90. Signage	91. Signage	92. Signage
93. Signage	94. Signage	95. Signage	96. Signage
97. Signage	98. Signage	99. Signage	100. Signage

Manley Spangler Smith Architects
A Professional Corporation

1000 N. 1st St., Suite 100
Tampa, FL 33602
Phone: 813.251.1111
Fax: 813.251.1112
Email: info@manley.com

REVISIONS

NO.	DATE	DESCRIPTION
1	01/15/11	Initial Design
2	02/01/11	Revised Design
3	02/15/11	Final Design

PROJECT INFORMATION

PROJECT: TYP ELEMENTARY SCHOOL SIGN
LOCATION: 1000 N. 1st St., Suite 100, Tampa, FL 33602
OWNER: Manley Spangler Smith Architects
DESIGNER: Manley Spangler Smith Architects
DATE: 01/15/11



**City of Hampton
LEGISLATIVE SUMMARY**

ITEM # 9C

Type of Request

Special Alcohol Event Application

Department Requesting Agenda Item

Main Street

Meeting Date:

Sept. 10, 2024

Action Type:

- ☒ Action by City Council
☐ For informational/discussion purposes only

Presenter:

Kenda Woodard

Exhibit Attachment s for Agenda Item:

- 1) Venue Rental Applicaiton
- 2) Special Alcohol Beverage Event Application
- 3)
- 4)
- 5)
- 6)

Agenda Item:

Consideration and Approval of Special Alcohol Beverage Request for 75th Birthday party to be held at the Catherine Williams Center October 19, 2024.

Background/Summary:

Mrs. Ophelia Kelly is planning a 75th Birthday Party for her Husband on Saturday October 19, 2024.

Financial Implications/Considerations

- | | |
|--|-------------------|
| -Is project budgeted? | Y _____ N x _____ |
| -Will project require the use of Fund Balance? | Y _____ N x _____ |
| If yes, please state amount \$ _____ | |
| -Will the project require funds? | Y _____ N x _____ |
| -Is project grant funded and will require a _____ % match | |
| and those funds are/are not budgeted. | Y _____ N x _____ |
| -Is this request a Capital Project and part of Capital Project List? | Y _____ N x _____ |

Additional Comments/Recommendations



City of Hampton

17 E. Main St P.O. Box 400 Hampton, GA 30228 770-946-4306

CITY OF HAMPTON
SPECIAL ALCOHOLIC BEVERAGE EVENT APPLICATION
[City of Hampton Code of Ord. Chpt. 6, Section 6-12]

Requests must be submitted in writing to the city manager along with the special event registration and be accompanied by a description of the area where alcohol is proposed along with a plan for containment, security, and to ensure no alcohol is served to anyone underage. Any such request must also be accompanied by a certificate of insurance showing insurance is in place for said special event naming the city as an additional insured. Said request shall be placed on the agenda for the next available city council meeting for discussion. If said request is approved by the city council, the city council may impose any additional conditions on the special event as it deems appropriate under the specific circumstances of the special event. The decision of the city council to grant or deny said request shall be final. However, an aggrieved applicant shall have the right to appeal a denial to the Municipal Court of the City of Hampton for a hearing before the municipal court judge.

Non-Profit Organization

Government Organization

Business

Private

☐☐☐☒

Date of Event: 10-12-2024 *reconfirmed 10/19/2024*

Actual Hours of Event: 5 p.m. - 9 p.m.

Location of Event:

☐

20 East Main Street (Train Depot)

☐

16 Tom Eason Drive (Old City Shop)

☒

14 Old Griffin Road (Old Fortson Library)

☐

Cherry Street

Name of Applicant applying for the Event Permit: Ophelia Kelley

Applicant Phone Number: 404 409 5012

Applicant Email Address: okkelley@aol.com

Name of Organization, Entity, non-Profit, Org., government, business, responsible for the permit: _____

Organization Phone Number: _____

Organization Email Address: _____

Detailed Description of the Event: 75th Birthday Celebration For husband

Estimated Number of Participants: 50

Will entertainment be included at the event? Yes ☒ No ☒
(If yes, please describe in detail below)

All applicants and permit holders must comply with all statutes governing. List business name, address, And license number exactly as it appears on the license.

Business Name of Alcoholic Beverage Provider: n/a no alcohol will be served

Address: a champagne fountain will be used.

Alcohol License Number: _____

Type of Alcohol to be offered for sale: Beer ☐ Wine ☐ Distilled Spirits ☐ Champagne

Will organizer provide alcohol free of charge? YES ☒ NO ☐

Will participants be allowed to bring their own alcohol to the event? YES ☐ NO ☒

FEES: The fees for special Alcoholic Beverage Event Permit shall be:

1. For private parties, organizations, business, and non-profit entities \$150
2. For governmental organizations associated with the City of Hampton, no charge
3. The fee shall be paid at the time of application. Said fee shall be refunded if the permit is denied by the governing body or withdrawn by the applicant within 30 days before scheduled event.

SECURITY: One security officer, who shall be coordinated through the City of Hampton Police Department, shall be required at any special alcoholic beverage event. Based on his/her evaluation of the event, the city manager or chief of police may, at their discretion, waive the security requirement or require additional security. The recipient of the special alcoholic beverage event permit shall be responsible for contacting the city police department to schedule the required security and for payment of same.

POLICIES:

- All applicants must comply with all state and local regulations governing the consumption and distribution of alcoholic beverages
- No Alcoholic beverages shall be left unattended in the defined special events area.
- Cherry Street and/or 16 Tom Eason Drive: All alcoholic beverages must be served in plastic, paper, or aluminum containers. No alcoholic beverages allowed to be served in glass bottles.

INSURANCE:

Required for Cherry Street and 16 Tom Eason: The event sponsor shall be required to provide proof of liability insurance to the City in an amount equal to a minimum of \$1,000,000.00, and which shall name the City of Hampton as additional insured thereon. Proof of Liability must be received prior to the issuance of the Special Alcoholic Beverage Event Permit, it is not required to be submitted with the initial application.

TERMS AND CONDITIONS:

I hereby agree that as a condition to the issuance of an Alcoholic Beverage Event Permit, the business owner/sponsor of the Event shall indemnify and hold the City harmless from claims, demand, or cause of action which may arise from activities associated with the event. I hereby solely swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for an Alcoholic Beverage Event Permit are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Hampton Alcoholic Event Permit, the permit issued for the event will immediately become void and will not be reissued for the same location.

Applicant: Opheelia Kelley Date: 08-06-2024

STAFF USE ONLY

Date application
Received:

Date scheduled for
council consideration:

Application Fee
Received: _____

Method of Payment: Council decision:

Cash

Credit Card

Check

Approved

Denied

Date: _____

Security coordinated with Hampton Police department: _____

Notes: _____

Permit Issued by: _____

Permit number: _____

Date issued: _____

[Signature] P.W.
9-3-24

John 3301

ASD 9/5/24



City of Hampton

GENERAL INFORMATION

- Reservations are taken in person at Main Street Hampton, located at the Historic Train Depot, 20 East Main Street South, Hampton, Georgia 30228 during business hours, Monday-Friday from 9 am-5 pm.
- Reservations are accepted on a first-come, first-served basis up to one year in advance of the rental date.
- You may tour the Catherine Williams Community Center building during hours of operation, provided there are no events in progress. Please call Main Street Hampton to schedule a tour.
- Rental times must include your set-up and take-down/clean-up time. Your rental has an 8-hour block for your event with exit time from the facility no later than 10 pm.
- To secure your reservation, a completed application and security deposit is required.
- All rental fees are due at least 30 days before your rental date.
- Renter is required to check-in and check-out with City of Hampton staff.
- The Hampton Police Department non-emergency number is 770-957-9121.

Initial

D.K.

MUNICIPAL CODES & REGULATIONS

- Sec. 74-42. - Smoking prohibited in local government buildings.
(a) Smoking shall be prohibited in all enclosed facilities of, including buildings owned, leased or operated by, the State of Georgia, its agencies and authorities, and any political subdivision of the state, municipal corporation, the City of Hampton, or local board or authority created by general, local, or special Act of the General Assembly or by ordinance or resolution of the governing body of a county or municipal corporation individually or jointly with other political subdivisions or municipalities of the state.
- Maximum occupancy changes with each facility and is strictly enforced. Excess occupancy will result in the immediate closure of event and subsequent fines.
- Fire code allows open flame candles, but they MUST be enclosed with a metal or glass container.
- All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- Renter is responsible for all fire charges and fines if the fire alarm sounds. The event will end at the time of the alarm.
- No permanent features of the Historic Train Depot may be changed. The use of nails, tacks, scotch/duct tape, screws or staples are not permitted for use on walls or woodwork.
- Sec. 6-12. - Carrying alcoholic beverages upon city property prohibited.
(a) It shall be unlawful for any person to carry any alcoholic beverage into any building owned or leased by the city or upon any property owned or leased by the city.
(b) Any applicant for a special events registration under section 22-411 of this Code may request the city temporarily suspend this section to accommodate their special event. Any such request must be submitted in writing to the city manager along with the special event registration and be accompanied by a description of the area where alcohol is proposed along with a plan for containment, security, and to ensure no alcohol is served to anyone underage. Any such request must also be accompanied by a certificate of insurance showing insurance is in place for said special event naming the city as an additional insured.
(c) This section shall only apply to the following city-owned properties: 20 East Main, 16 Tom Eason Drive, 14 Old Griffin Road and Cherry Street.

Initial

D.K.



Our mission is to deliver high quality, responsive and effective municipal services to those who live, work, do business and visit our community.



City of Hampton

FACILITY RULES & CONDITIONS

- The renter shall assume full responsibility for the character, acts, and conduct of all persons admitted to the premises during the term of the event.
- Parking is available at each facility. Additional parking may be available upon request and may require an additional fee.
- Cooking is prohibited in any of the rental facilities.
- Sitting or standing on tables is prohibited. Renter will be fully responsible for any damaged tables or chairs.
- The Catherine Williams Community Center building must be vacuumed and/or swept; all tabletops and chairs wiped clean, trash bagged and placed in receptacles outside the Catherine Williams Community Center building.
- The City of Hampton is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- Subleasing the rental facilities is NOT allowed.
- Alcohol is prohibited unless a special event permit is completed and approved by City Council.

Initial D.K.

CATERERS

- The renter is responsible for all actions of the caterer.
- Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.
- Caterers must have valid license and approval from Henry County Health Department to operate food service business and included with rental application.

Initial D.K.

SECURITY DEPOSIT

- A security deposit is required for all facility rentals. Each additional room rental requires a separate deposit and fees. Security deposits are processed immediately upon receipt and will be returned two to four weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
 - ♦ Cleaning beyond the normal, daily City of Hampton staff duties.
 - ♦ Repairs or replacement due to structural or equipment damage.
 - ♦ Fire Department response due to false alarm or exceeding building capacity per the Fire Code.

⇒ The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.
- Facility inspections are conducted by City of Hampton staff prior to and immediately following events to determine the condition of the facility (including assembly areas, and restrooms).
- Security deposits will be refunded if all clean-up criteria met, the rental time is not exceeded, and no damage occurred to the facility or surrounding grounds in conjunction with event.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

Initial D.K.



Our mission is to deliver high quality, responsive and effective municipal services to those who live, work, do business and visit our community.



City of Hampton

RENTAL FEES & CHANGES

- All rental fees are due 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit/debit card (Visa, Mastercard). When using a credit/debit card, there is a \$3.00 administrative fee.
- Rentals scheduled 14 days prior must be paid with a credit/debit card or cash in full; including deposit required.
- Failure to pay all fees in full 30 days prior to the scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time (no later than 10pm) will be charged for the additional time. This fee will be charged or prorated at \$31.25 at 15-minute increments.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- Event time changes must be made 14 days prior to event.
- Event date changes will result in a \$50.00 service fee for each date change. Date changes must be made 30 days prior to event.
- No more than three date changes per event.
- Only the person(s) listed as "responsible" on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism.
- In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter. The City is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.

Initial O.K.

RENTAL CANCELLATIONS

- Cancellation of reservations are subject to the following conditions and fees:
 - ♦ 90 days or more in advance of scheduled date, City will retain \$50 from rental deposit.
 - ♦ Less than 90 days from scheduled date, City will retain 100% of rental deposit and possibly rental fees (or portion thereof).
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be faxed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid
- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

Initial O.K.



City of Hampton

SIGNATURE PAGE

Failure to comply with all the City of Hampton's rental policies & procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies & rules outlined in the application and certify that I am 21 years of age or older.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Hampton all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I agree to indemnify and hold harmless the City of Hampton, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of the Historic Train Depot, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Hampton from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I understand that the City of Hampton (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I declare under penalty of perjury under the laws of the State of Georgia that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name Ophelia Kelley DOB 02-01-1951
Signature Ophelia Kelley Date 08-06-2024



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CITY OF HAMPTON

Facility Rental Application

Date: 08-06-2024

CONTACT INFORMATION

Name of Organization (if any):

Renter's Name: Ophelia Kelley Phone#: 404 409 5012

Renter's Address: 17 Teriana Drive, Hampton, Ga. 30228

☒ City of Hampton Resident ☐ Non-Resident

Renter's Email: okkelley@aol.com

RESERVATION REQUEST

Purpose (Banquets Party-birthday shower etc):

- Facility Requested
- ☐ Historical Train Depot (Not available to rent by the general public)
 - ☐ Terry F. Jones Depot Park (Fountain Courtyard)
 - ☒ Catherine Williams Community Center @ Fortson Building
 - ☐ Catherine Williams Community Center @ Fortson Building (Garden and Gazebo)

☐ McBrayer Park Pavilion
☐ Pavilion # _____

☐ Old Shop Property Land

Date Requested: 10-19-2024

Expected # of Attendees: 50

Set-Up Time: 11pm

Start Time: 5pm

End Time: 10pm

(Your arrival time; included in 8 hour time slot)

(The start time of your actual event)

(The time you MUST be out of the building)

"Everything MUST be clean and out by 10pm NO EXCEPTIONS"

SECURITY DEPOSIT

All rental facilities within the City of Hampton require a security deposit. The security deposit must be a separate check from the rental fee. The security deposit may reserve the date you request but the rental fee MUST be paid in full 30 days before your event. The security deposit may be refunded ONLY if the premises are left in suitable order.

Security Deposit: \$ 100

Check#: 198

Rental Fee: \$ 250

Receipt#: _____

This agreement grants the Renter the right to use and occupy the Rental Facility premises, including parking facilities, located in the City of Hampton, Hampton, Ga.

I have read, understood, and received a copy of the rental rules and regulations of the City of Hampton's rental facilities.

Renter Signature: Ophelia Kelley

Date: 08-06-2024

City Representative: AR Williams

Date: 8/8/2024



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