



**City of Early**

**Pavilion Booking Policy**



## Pavilion Rental Summary

**\*THIS FORM MUST BE COMPLETED, AND DEPOSITS MUST BE PAID IN FULL AND HALF THE RENTAL FEE BEFORE RESERVATIONS CAN BE CONFIRMED.**

Person Requesting Information: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

### Tell us about your Event:

City of Early Park Pavilion \_\_\_\_\_ McDonald Park \_\_\_\_\_ Town Center Outdoor Classroom \_\_\_\_\_

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

Event Details: \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Will there be Alcohol \_\_\_\_\_ BYOB \_\_\_\_\_ Open Bar \_\_\_\_\_

Time alcohol will be Consumed \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

# of local guests \_\_\_\_\_ # of out-of-town guests \_\_\_\_\_ # of Hotel Rooms Needed \_\_\_\_\_

Is this a Public Event \_\_\_\_\_

Will you have any of the following:

\_\_\_\_\_ Live Band \_\_\_\_\_ DJ \_\_\_\_\_ Waterslide \_\_\_\_\_ Bounce house \_\_\_\_\_

\_\_\_\_\_ Presale Tickets \_\_\_\_\_ Vendors \_\_\_\_\_ If yes # \_\_\_\_\_

\_\_\_\_\_ Food Caters \_\_\_\_\_ Merchandise Sales \_\_\_\_\_

\*Disclaimer: Receipt of this paper does not secure your event rental.



## In Order to secure your reservation:

- \* The rental agreement must be completed and approved by the City of Early Event Staff.
- \* Signed agreements are legal and binding. Please be sure you have read and fully understand all terms stated in agreement prior to signing. The person signing the contract is solely responsible for the facility being rented.
- \* **Reservations:** Reservations are available to rent on a first come first served basis, scheduled in 4-hour blocks. No oral agreements for the use of the property shall be valid. Reservations must be made at least seven (7) days prior to the rental date. The pavilion may be rented from sunrise through 10pm. Rental time includes set up/tear down. Reservations are required for the exclusive use of the Pavilion. Reservations apply to the pavilion only, not the entire park. Half of the Rental Fee is due upon reservation of the pavilion with the balance due no less than 30 days prior to the Event Date. Once approved and full payment is received, a permit will be issued to the applicant. The permit should be placed on the pavilion at least two hours prior to the scheduled event and remain posted during the event.
- \* **Security Deposit:** Refundable Security Deposit is due upon reservation of the pavilion. The deposit will be returned once all rental fees are paid in full and the pavilion has been checked by City Staff to make sure no damages were incurred during the Event. If damages occur to the pavilion or the grounds, the permit holder will be responsible for all cost to repair those damages, including labor and material cost. If damages are found to be in excess of the security deposit, the actual amount of the damages will be invoiced to the permit holder. The pavilion and grounds should be returned in the same condition as it was received. Any refundable deposits will be refunded within 10 business days.

Rental Fees: \$40.00 per 4-hour or \$100.00 for all day.

Security Deposit: \$20.00 per 4-hour or \$50.00 for all day.

If the event date is less than 30 days out, FULL deposit & rental fee will be due at time of reservation.

**ALCOHOL DEPOSIT: \$250 required if any amount of alcohol is going to be consumed or served during event.**



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## Alcohol Policy

Any and all liabilities arising from the consumption of alcoholic beverages or illegal narcotics on the premises are the responsibility of the Client.

Alcohol consumption must cease **30 MINUTES** before Client's tear-down time begins.

Specific behavior that will not be tolerated at any facility/property owned by the City of Early can include, but are not limited to, the following;

- Fighting
- Destruction of property
- Disrespectful conduct (to other Guests, Vendors or City of Early Staff)
- Allowing minor persons to consume alcohol
- Possession and/or consumption of a personal supply of alcohol-this includes private vehicles located in the parking areas

At the City of Early's sole discretion, we reserve the right to:

- Evict any person(s) engaging in unacceptable activities outlined above, or not complying with the decision of the City of Early Staff.
- Remove ALL alcoholic beverages from the City of Early's property.
- Withhold Client's Security Deposit

All Texas State Laws and Federal Laws must be adhered to at all times.

Lessee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Early Chief of Police Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Early City Administrators Signature: \_\_\_\_\_

This Permit is issued and dated: \_\_\_\_\_



## **I. General Booking Policies for City of Early Pavilion**

For the purposes of this policy, the term *City of Early Pavilion* will mean pavilions owned and operated by the City of Early, which are made available for public use on a rental/reservation basis. These include: Early City Park, McDonald Park, and the Outdoor Classroom but is not limited to. The term “Customer” as used herein shall mean the lessee of the pavilion for the Event described in “Lessees’ Events Contract.”

- A. Prices/fees related to use of City-owned meeting facilities will be established by the Early City Council in the adopted fee schedule.
- B. Rental of all City-owned pavilion, will be administered by the City.
- C. City Use of Facilities

The City of Early may utilize any City-owned pavilion without remitting rental fees for the conduct of official City business, including: public meetings hosted by the City; internal business meetings; Events to recognize City staff, boards, commissions; professional development/training seminars for City employees; and other Events of which the City is an official host or sponsor.

## **II. Additional Booking Policies**

The following policies apply specifically to the Pavilion and any other rentable property owned by the City of Early.

### **A. Alcohol Policies**

- 1. Alcohol may be served at an event with a \$250 deposit, which will be refunded so long as the customer follows the pavilion alcohol policies and the Texas Alcoholic Beverage Commission regulations and guidelines.
- 2. Security will be required for all events for which alcohol is served (or for other events at the discretion of property manager). The customer will hire off-duty police officers as prescribed by the alcohol security policy. Officers must be contracted to work beginning thirty (30) minutes prior to the start of the event, and must work the security detail until thirty (30) minutes after the event has concluded. There is a two-hour minimum when alcohol is served.

### **B. Food and Beverage Policies**

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1. Events that sell tickets for a profit are required to use a catering vendor that is on the City of Early approved catering list. A catering vendor is defined as one who provides food and drinks in a professional capacity.

#### C. BBQ Usage

BBQ grill can only be used in designated area and must have a drop cloth under the pit. The customer is responsible for cleanup of any grease stains left and will be billed for cleanup if City staff has to clean it.

#### D. Clean-Up Responsibilities

1. Clean-up is the customers' responsibility. Customer is expected to provide sufficient supervision to minimize spillage of food and beverages during the rental Events.
2. Any customer leaving excessive trash is subject to additional charges. All or a portion of the security deposit will be withheld if the Pavilion is not adequately cleaned, or if damage occurs.
3. All tables must be cleared of all items such as dishes, decorations, etc.
4. Tables and chairs must be wiped down and clear of all food particles or debris.
5. All trash must be placed in the receptacles provided.

#### E. Miscellaneous

1. Live animals, except for service animals, may not be brought onto the premises.
2. No artificial flower petals or leaves can be used! Must be real ones.
3. Renter is responsible for his/her actions and actions of gathering attendees.
3. The city will not be responsible for items left behind, before, during or after an event.
4. No overnight parking.
5. RV parking only in designated areas.
6. No overnight camping in the park.
7. City staff may enter any of the rented premises at any time on any occasion.
8. The facility reserves the right to take photographs of rental events for its own records and for use in the future.
9. No objects (stakes, spikes, post, poles, etc.) may be driven into the ground for any reason.
10. Glass bottles and containers are prohibited in the pavilion
11. No parking on grass or track area is permitted. All vehicles must be parked in designated parking area.

#### M. Music/Entertainment

1. Volumes must be kept at a reasonable volume at all times
2. No music is allowed outside after 10:00pm without prior approval.
3. All equipment must be installed and removed during access period.
5. The City reserves the right to end music/entertainment for not following the rules

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N. Bounce House/Water Slides

1. Facility Staff must approve the location of Bounce Houses and Water Slides.
2. Excess water use will be withheld from the deposit.

0. Cancellation Policy

1. Customer must provide a dated, written request for cancellation. Upon cancellation by the customer, the following fee schedule will apply:
  - a. 90 days before the event: one quarter (25%) of the rental fee is nonrefundable
  - b. 60 days before the event: one-half (50%) of the rental fee is nonrefundable
  - c. 30 days before the event: total (100%) of the rental fee is nonrefundable
  - d. No refunds will be made when the City of Early cancels the event due to the customers' noncompliance with the terms and conditions.
2. Refunds will be issued within ten business days.



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By signing below, the Lessee acknowledges that the above conditions, guidelines, policies, and rules have been read by the Lessee and are agreed to and understood. Breach of this contract could result in default of Security and/or Alcohol Deposit and/or possible refusal in the future.

Lessee Name Printed: \_\_\_\_\_

Lessee Signature\_\_\_\_\_Date\_\_\_\_\_

City of Early Staff Signature\_\_\_\_\_

Date\_\_\_\_\_

Event Date\_\_\_\_\_