



1800 Brazosport Blvd N
 Richwood, TX 77531
 979-265-2082

PARK RENTAL AGREEMENT

richwood@richwoodtx.gov

PLEASE FILL OUT THE COMPLETE FORM (FRONT & BACK)

PLEASE PRINT CLEARLY

Renters Name: (must be 21 or over)				
Name of Person Receiving Deposit:				
Mailing Address/City/State/ZIP: (needed to mail deposit refunds)				
Contact Phone:			Alternate Phone:	
Email:				
Date of Event:		Start Time	End Time	Estimated Attendance
				See Item #1 on page 2 for security requirements
Description of Event			Will there be amplified music? Yes No If yes, volume level must be kept to a reasonable level to not disturb nearby residents. Complaints could result in a police call.	
Will you have a moonwalk, waterslide or any other type of inflatable or ride? _____ YES _____ NO Name of company you will be renting from? _____ (Rental receipt, Certificate of liability listing the City of Richwood, and State Inspection certification required) See page 2 #5 for requirements				
RENTAL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF RESERVATION				
Additional Requirements				
<ul style="list-style-type: none"> For large groups and/or alcohol service, current Texas Peace Officer(s) must be hired and present during entire event. Please see #1 on page 2 of application. 				
CHECK	FACILITY	TIME	RENTAL FEE	DEPOSIT
	PK Forrest Building	Mon-Sun (9a – 1a)	\$150/day*	\$100
	Ellis Park Pavilion	Mon-Sun (9a-10p)	\$125/day*	\$100
	Bobby Ford Park	Mon-Sun (9a-9p)	\$75/day*	\$50
	Moonwalk Waterslide Inflation		\$25 each	
Deposit Required				\$
Rental Fee *ADDITIONAL \$25 IF NON-RESIDENT				\$
Security Fee, customer notified – (date)			(emp)	\$
Total Amount Due				\$

FOR OFFICE USE ONLY

Employee Signature: _____ Date: _____ Receipt _____

Payment: Cash _____ Check Number _____ Credit Card: Visa MC Discover CC AUTH # _____

Rental Policies:

Before a date can be reserved, all applicable fees must be paid in full, and a facility rental agreement must be completed.

1. SECURITY: For events that have alcohol or exceed 50 attendees, one (1) uniformed current Texas Peace Officer must be present during entire event. For events with than 50 people in attendance and alcohol being served, two (2) officers are required. If available, a Richwood Police Officer must be hired at the expense of the renter of the facility (\$35 per hour per officer). The fee must be paid 72 hours prior to the event in the form of cash or a money order. If no Richwood Police Officer is available, renter may hire any current Texas Peace Officer.
2. All events are subject to inspection by the Richwood Police Department and City of Richwood staff.
3. The renter is responsible for all actions of their guests and will be held responsible for any complaints, damage or rule or law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. In addition, if the Richwood Police Department is required to respond to your event due to a complaint, damage or rule or law violation, ALL deposits will be forfeited.
4. MOONWALKS: The use of inflatable "moon walks", generators, and similar equipment is permitted but a rental receipt, certificate of liability with a minimum of \$1,000,000 in coverage and listing the City of Richwood, 1800 Brazosport Blvd N, Richwood, TX 77531 as a certificate holder, and a State Inspection certification must be provided to the City of Richwood prior to scheduling a function. Failure to do so will result in loss of moon walk privileges for the designated event and forfeiture of deposit.
5. For weekend rentals, keys must be picked up at Richwood City Hall before 5:00pm on Friday prior to the event. It is unlawful for any person to be in city parks when they are closed, except when scheduled and authorized by the city.
6. All renters must supply their own trash bags and cleaning supplies and grounds must be kept litter, and all trash cans emptied into the provided dumpster.
7. The rental grounds must be left litter free, and all trash cans must be emptied into the provided dumpsters.
8. The sale of alcoholic beverages is prohibited, and the use of glass containers are prohibited at all City Facilities.
9. In accordance with the city ordinance Sec. 10-4 regarding noise control: All renters are subject to all regulations as it pertains to noise control and complaints.
10. Renters and guest must park in designated parking areas only. No parking on grassy areas, sidewalks, driveways, or pavilions.
11. Swimming, bathing or wading is prohibited in ponds, lakes, or reservoirs and skates, skateboards, scooter device, bicycles, tricycles or any other human powered devices are prohibited under any park pavilions.
12. All pets must be on a leash.

Cancellation/Refund Policies:

1. Cancellations made at least 14 days prior to rental date are eligible for a full rental refund. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund.

By signing below, I request to cancel my event.

Signature: _____ Date: _____

2. In the event of inclement weather, as determined by City of Richwood staff, a full rental refund will be issued if the renter cancels the event IN WRITING at least 2 hours prior to the start of the event. FAILURE TO CANCEL OR RESCHEDULE UP TO 2 HOURS PRIOR TO THE RENTAL WILL RESULT IN FORFEITURE OF THE RENTAL FEE. In the case of an emergency declaration including the day of the event, a full rental refund will be issued.
3. Refunds and/or Deposits, when applicable, will be refunded within 3-4 weeks after your event and will be mailed to the address provided on the application.

By signing you are affirming that you have read, understand and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Richwood is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Richwood or any person involved with or attending this event. I agree to indemnify and hold the City of Richwood harmless from all liability for the foregoing.

Signature: _____ Date: _____

GUIDELINES FOR USE OF ELLIS PARK PAVILION/ PK FOREST BUILDING/BOBBY FORD PARK

Note: If you arrive and the community building or pavilions are not cleaned or the restroom is dirty or for any other assistance please call 979-319-6083, the person on call in the Richwood Public Works Department will answer and they will be glad to help you. Our city worker will then be able to determine who left the building not clean and will prevent any discrepancies on which party is responsible and will alleviate any delay in the deposit refund.

YOU MAY NOT ENTER THE BUILDING OR ARRIVE AT ANY PAVILION ANY EARLIER THAN THE TIME YOU PAID FOR - NO EXCUSES - IF YOU ENTER THE BUILDING/PAVILION BEFORE THAT TIME YOU WILL HAVE TO PAY THE ADDITIONAL RENTAL FEES

- 1. Any group using the facility agrees to leave the premises, including the parking lots and ditches in a good clean and orderly condition.**
- 2. No parking is allowed on Audubon Woods Drive.**
- 3. Any group using the facility shall comply with all laws-federal, state and local, including all Ordinances of the City of Richwood and all rules, regulations and requirements of the Police and Fire Departments.**
- 4. Any group using the facility agrees to assume all responsibility for any damages or injuries done to the premise as a result of their usage.**
- 5. Any functions for groups under the age of 21 shall be supervised by an adult or adults as follows: One adult for every 5 in attendance.**
- 6. If alcohol is consumed at your function, whether provided or brought in, you are required to pay the cost for uniformed current Texas Peace officers, as outlined on page 1 of application. No glass containers allowed.**

Alcohol use is limited to inside the PK Forrest Building and under the Pavilion ONLY. Alcohol is not allowed in any other area in the parks, including the parking lots. Security arrangement must be made at least 14 days prior to your event and security fees must be paid in full at least 72 hours prior to the event.
- Please be advised that an on-duty Richwood Police Officer may or may not stop by your function. The Richwood Police do have the authority to shut down your function immediately with NO REFUNDS of any deposits or fees if you are found to be in violation of ANY of our polices or guidelines.**
- 7. Rental of Pavilion DOES NOT INCLUDE park or Splash Pad.**
- 8. Ellis Park Pavilion has a large barbecue grill that is provided with rental. After using, grill must be cleaned or you may forfeit all or a portion of your security deposit.**
- 9. No oral agreements for use of the facility shall be valid. All reservations must be confirmed with a written contract signed by the reserving party.**
- 10. Due to size constraints and location of the building, pavilion bands are not allowed.**
- 11. Persons signing the contract must be present at the time of the scheduled activity, must be at least 21 years of age and they and/or their group or club will be liable for any/all damages that should occur and be responsible to the City for damages in the event that a problem should arise.**
- 12. A reserving party may not sublease or assign their reservations to another group or organization. Cancellations must be made in writing in accordance with the cancellation policy.**
- 13. Use of only those areas designated at time of reservation will be allowed.**

14. Park/Pavilion areas must be cleaned and vacated by 10pm, unless special use permit is granted.
15. Deposits will be refundable in full if the municipal building, pavilion and grounds are left clean and orderly upon inspection by the City or its appointed coordinator.
16. City Council must approve any request for waiver or reduction of fees.
17. Please do not staple tablecloths to tables or staple, tack or nail decorations to the walls. Taping is allowed.
18. No smoking will be allowed inside the facility.
19. No overnight parties will be allowed. The building must be vacated and secured by 1:00 a.m. The pavilion must be vacated and secured by 10:00 p.m.
20. In the event of questionable items that may arise in the use and scheduling of the facility, all administrative decisions will be final.
21. There shall be no discrimination against any persons on the grounds of race, color, nationality, religion, or sex while using the cities facilities.
22. Any additional services or equipment not furnished by the facility must be approved by the coordinator. Inflatables will require an additional \$25.00 fee per inflatable for use of water and/or electricity. Proof of liability insurance must also be submitted for the inflatable.
23. Any group using the tables and chairs or any other items of the facility will be responsible for the set-up and take down of those items. All municipal building property (tables, chairs, etc.) shall remain in the building at all times. All tables and chairs are to be cleaned and stacked.
24. All garbage and trash must be placed in plastic trash bags, provided by the City, and placed in the garbage cans located outside the building and pavilions. No garbage, trash or cans are to be placed next to the trash barrels if it is full.
25. The City of Richwood reserves the right to refuse any group the privilege of using the municipal building and or pavilion for six months due to abusing the policies of the facility or may be barred permanently by the coordinator if such abuse deems such action. Any group charged with a second occurrence of abuse will be barred from making any further reservations.

PK FORREST COMMUNITY BUILDING CLOSE UP PROCEDURES

1. Building should be swept and mopped, including restrooms. (Equipment is in closet).
2. Check restrooms to make sure they are picked up.
3. Empty trash containers into plastic trash bags provided and place in the garbage cans outside the building and around the pavilions.
4. Pick up debris outside the facilities. No garbage, trash, or cans are to be placed next to the trash barrels if they are full.
5. Turn off any equipment or utilities used such as lights, ovens, etc. All appliances should be cleaned and no food left in the refrigerator.
6. Turn all thermostats off unless otherwise instructed by the coordinator.
7. Close and lock doors.
8. Return keys and report any damages as soon as possible to City Hall, 265-2082.
9. Failure to leave building in same condition as you found it will result in forfeiture of deposit.