



212 N. Race St. Everman Tx. 76140
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Pavilion Reservation Application

Date of Application _____ **PERMIT #** _____

Johnson Park ___ **Pavilion A** ___ **Pittman Park** ___ **Pavilion A** ___ **Pavilion B** ___

Date of Event: _____ **Type of Event:** _____ **Hours:** _____

Name of Responsible Party (21 and older) _____ **DL/ID:** _____

Address: _____ **City/State:** _____ **Zip:** _____

Phone Number: _____ **Email address:** _____

Deposit \$150.00 / **Guests expected to attend the event** _____

(Deposit is refundable depending on damages and cleanliness).

\$ 50.00 **Guests under 50 (\$50.00 for 3-hour minimum)**

\$ _____ \$15.00 an hour for additional hours/ Total Hours _____

\$ _____ \$35 an hour/ Total hrs _____ / 50 guests or more (hours requested)

\$ _____ Security Fee \$40 per hour (Police Officer) Total Hours: _____

(The officer is to be paid in cash at the time of the event)

\$ 25.00 **Electric Fee (Flat Rate) Yes ___ No ___**

Bounce House: Yes ___ No _____

\$ _____ TOTAL RENTAL

*****NO WATER SLIDES OF ANY KIND*****

City of Everman staff will be checking before and after each event.

I have reviewed the attached rules and policies. I, the undersigned as the responsible party, hereby Agree to pay for the loss or damage to all equipment or facilities belonging to the City of Everman as a result of our group/association/personal presence or behavior.

I further agree to present to an Everman Police Department Officer my receipt as proof of reservation if requested to do so.

I also understand that if significant damage to the pavilion its equipment and adjacent property is sustained during my rental criminal charges may be filed.

Signature

Office Personnel

Date



Pavilion reservation policies

Pavilions: The City of Everman has three (3) pavilions: One (1) at Johnson and two (2) 1A and 2B at Pittman Park.

Reservation hours are from 9 am to 9 pm, Monday through Sunday.

Rate: Small parties' of less than 50 guests are \$50.00 for a three-hour minimum and \$15.00 for each additional hour. Parties of 50 guests and over have a flat rate of \$35.00 per hour there is a deposit of \$150.00 for all parties. The deposit will be refunded depending on damages and cleanliness.

An electric fee will be included for any Bounce Houses. This rate will be \$25.00.

NO WATER SLIDES OF ANY KIND.

Cleaning requirements:

Renter agrees to leave the premises in as good or better condition than that which existed prior to their usage.

All trash must be bagged and disposed of properly. All decorations must be removed.

City of Everman staff will be following up after each event. Sales/ Fundraising:

Commercial Solicitation and transactions are prohibited.

Chaperones and Security Requirements:

One chaperone (at least 21 years old) shall be required for every 25 minors (up to 18 years of age). Chaperones shall be present for the duration of the rental and shall not leave the area until all youths have vacated the immediate area.

The City of Everman staff will be notified that the expected attendance is or exceeds 100 people. All applications must be completed prior to the event and if 100 people are expected to attend.

A rental may be shut down immediately by the City of Everman staff or Everman police department without refund or rental fees on the following conditions:

- a. If expected attendance exceeds maximum number stated by greater than 10%. All applications must state the maximum expected attendance.
- b. Breach of the Peace

City of Everman staff shall reserve the right to determine whether police security shall be required during a scheduled activity and in collaboration with the Everman police department shall determine the amount of security required during the occupancy of the facility. If the renter refuses to assume the cost of such police security, then the rental shall be subject to cancellation.



Security Fee:

Any event expecting 50 guests will be required to hire an off-duty Everman Police Officer and each 25 additional guests will require an additional Everman Police Officer at a minimum of \$40.00 per hour per Officer needed to cover the time frame the event is reserved for.

City of Everman staff will be checking before and after each event.

The City of Everman shall have the right to schedule City events, and all City programs/activities will have priority over all reservations.

The renter must be 21 years of age or older. Make the rental request in person on written form which includes the name and address of the renter with supporting documentation including one form of ID such as a Texas driver's license or state-issued picture identification. Proof of residency will be required, determined by a current water bill. The resident includes anyone who lives within the City limits.

Reservations are only accepted up to 90 days in reservations requested for a date more than 90 days in advance will be denied. Reservations will be considered on a first-come first-served basis.

All rental reservation fees must be paid in full seven days prior to the requested date of activity. Reservations are not confirmed until the fees have been collected.

The renter must safely conduct all activities. Any activity that creates a nuisance such as loud noise is strictly forbidden. Any cost of repair or damage to the property will be the responsibility of the renter.

The clean-up of the pavilion area is the responsibility of the renter(s). Trash must be bagged and disposed of in the dumpster provided in the parking lot.

Any form of alcoholic beverages is strictly prohibited by City ordinance. No glass containers are allowed.



Cancellation/Change Policy

All cancellations must be at least seven (7) days before the date of the rental to get a full refund. Fees will be forfeited if not done at this time.

Outdoor activities are subject to inclement weather. The city cannot take responsibility for the weather. It is the renter's responsibility to contact the city, the next business day after a rainout to reschedule within one week. Full refunds may be issued due to poor weather conditions.

Set up requirements:

It shall be the responsibility of the person signing the rental agreement to be on-site for the entire rental duration and to comply with and enforce all City policies, rules, and regulations about the pavilion and park usage.

Renter shall comply with all laws – federal, state, and local – including all ordinances of the City of Everman and all rules, regulations, and requirements of the parks, police, and fire department.

The renter is responsible for the setup and cleanup of the facility and must include time needed for set up, decorations, and clean up in the requested rental time.

Decorations:

A limited number of picnic tables are available for use by the renter. Renters requiring additional services/equipment other than those that are normally provided by the facility must be furnished solely by the renter and are subject to the facility's approval. The renter agrees to assume all necessary expenses.

The renter shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the facility. Masking tape, painter's tape, or scotch tape are preferred, if necessary. All decorative materials must be treated with flameproofing and meet the requirements of the City of Everman fire codes.

All Decorations must remain inside the area that is rented.