



CITY OF CONROE  
*Parks & Recreation*

## City of Conroe

### Parks and Recreation Administration

401 Sgt. Ed Holcomb Blvd; Conroe, Texas 77304

Mailing Address: P.O. Box 3066; Conroe, Texas 77305

Phone: 936.522.3842 Fax: 936.522.3844

## Pavilion Rental Information

### RESERVATION PROCEDURES

- Facilities are available on a first come first served basis.
- Rental requests are received in person at 401 Sgt. Ed Holcomb Blvd., faxed to 936.522.3844, telephoned to 936.522.3842 or emailed to parks@cityofconroe.org.
- The requested rental time (**4 hours**) must include set up and clean up time.
- Rental agreement deposits and fees must be received at least five (5) business days in advance of the requested rental date. Failure to do so voids the rental agreement. A rental permit shall be issued when all fees are paid.
- Cancellations must be made at least 72 hours in advance of the reservation in order to receive a refund of the deposit.
- The City may deny a rental agreement based upon the lessee's past use of City facilities.

### RESTRICTIONS

Violation of these restrictions may result in the City retaining the entire deposit or a portion thereof.

- Damage to, or removal, of City property or equipment from the facility is prohibited.
- Alcoholic beverages are prohibited on City property.
- Trash not placed in proper receptacles.
- The event, and all necessary clean up, must conclude at the designated time.
- Misrepresentation by the LESSEE to the intent, type or nature of activity to be held at the facility.
- Use of facility exceeded authorized reservation time restrictions.

### GENERAL PARK RULES

Park hours are dawn to dusk (until 11:00 P.M. for lighted facilities)

The following are prohibited:

- |   |                         |                            |
|---|-------------------------|----------------------------|
| * Alcohol                                       | *Soliciting             | *Weapons                   |
| *Excessive noise                                | *Horses                 | *Camping                   |
| *Swimming in Ponds                              | *Glass containers       | *Dumping                   |
| *Fireworks                                      | *Selling goods/services | *Unleashed pets            |
| *Fires except in barbeque grills                | *Abandoned vehicles     | *Vehicles off of pavement  |
| *Harming wildlife                               | *Smoking                | *Destruction of vegetation |
| * Concessions/selling food (or any other items) |                         |                            |

**SECURITY**

All security will be provided by the Conroe Police Department (CPD) at a rate of **\$40.00 per hour per officer**. All security fees associated with the rental shall be calculated by the facility scheduler. All fees are *payable to the City of Conroe* and shall be collected at such time when all other associated fees are due. All fees associated with the rental must be paid by the designated deadline or the rental request shall become void.

**Security Ratio – Participant: Officer**

To be determined by the Center Supervisor or Parks Superintendent.

**RENTAL FEES**

<p align="center"><b><u>Neighborhood Parks</u></b>                  Lewis Park                  Lions Park                  Milltown Park                  Stewart’s Creek Park                  Dr. Martin Luther King, Jr. Park</p>		<p align="center"><b><u>Community Parks</u></b>                  Candy Cane Park                  Carl Barton, Jr. Park                  Kasmiersky Park                  McDade Park                  John Burge Park at Shadow Lakes                  Dr. Martin Luther King, Jr. Sports Park</p>		<p align="center"><b><u>Special Use Facilities</u></b>                  Conroe Founders Plaza                  Historical Flag Park                  Heritage Place</p>																																			
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**DEPOSITS**

The deposits serve as collateral for possible damage to or loss of CITY property. Deposits may be paid by cash, check, money order, or credit card. The deposit will be fully refunded within thirty (30) days of the rental date upon CITY satisfaction that the use *did not* or the following did not occur:

- Result in any damage to CITY property.
- Require additional cleaning services.
- Result in any theft of CITY property or equipment.
- Misrepresentation by the LESSEE to the intent, type or nature of activity to be held at the facility.
- Cancellation notice of less than 72 hours.
- Damage to CITY property.

- Use of facility exceeded authorized reservation time restrictions.

If the CITY is not satisfied as such, all or part of the deposit may be retained by the CITY for compensation. The LESSEE is responsible for reimbursing the CITY for damage or loss that exceeds the amount of the deposit.

## ALCOHOL/ SMOKING

Alcohol or smoking is **not permitted** on any City premises; its parking lot or on City property thereof.

## AMPLIFICATION PERMIT

LESSEE agrees that in the event there is to be any type of band, DJ, or amplification system used in connection with the event for which LESSEE has reserved an outdoor facility, LESSEE will obtain an amplification permit from the CITY at LESSEE'S sole expense, in advance of the said rental date. Amplification application can be obtained at the Parks and Recreation Administrative Offices, located at the City of Conroe Service Center 401 Sgt. Ed Holcomb Blvd. The application process for an amplification permit takes approximately **10 –14 days**. LESSEE shall present the permit at the event if the need arises.

Without the consent of the City, no sound amplification permit shall be issued permitting operations in any municipal park other than the designated large event venues. Candy Cane, Carl Barton Jr. and Heritage Place are designated large event venues. Outside the large event venues, a sound amplification permit may not be granted for the same location more than once every thirty days and the requested location may not be closer than three hundred feet from any church, school, hospital or residential property.

## PARKING

Parking is available in designated parking areas only. Vehicles parked in unauthorized areas are subject to towing at the owner's expense.

## INSURANCE

- LESSEE agrees that for any event in which **amusement equipment is used such as moonwalks, dunking tanks, pony rides, etc.;** LESSEE will provide a copy of insurance liability certificates from the amusement company in which LESSEE is renting the equipment; **copies must be provided to reservation staff prior to issuance of a permit.**
  - A certificate of insurance (**\$1,000,000 single limit coverage**) naming the City of Conroe as additional insured must be provided at the time a permit is issued.
  - Approval, disapproval, or failure to act by CITY regarding any insurance supplied by LESSEE shall not relieve LESSEE of full responsibility or liability for damages and accidents as set forth in the Rental Agreement.

# Pavilion Rental Agreement

## LESSEE INFORMATION

Lessee/Contact Name	Organization Name
Lessee Address	City                      State                      Zip
E-mail Address	Cell Phone #
Day Phone #	Evening Phone #

**RENTAL DATE(S)** \_\_\_\_\_

**TIME (must include all necessary set up and clean up)**

*Start time:* \_\_\_\_\_ a.m./p.m.                      *Finish time:* \_\_\_\_\_ a.m./p.m.

**PARK** \_\_\_\_\_ **TYPE OF FACILITY** \_\_\_\_\_

**NUMBER OF PEOPLE EXPECTED/ANTICIPATED\*** \_\_\_\_\_

*(\*\*May be subject to Security Fees\*\*)*

**EVENT TYPE/PURPOSE** \_\_\_\_\_

### REQUIREMENTS

Electricity, needed?	(circle one)	No	Yes
Any outside Vendors?	(circle one)	No	Yes (explain): _____
Serving Alcohol?	(circle one)	No	Yes
Sound equipment?	(circle one)	None	PA system                      DJ

*Note: only 120volt wall outlets are available, no multi-plug outlets will be allowed.*

### RENTAL FEES

**\*\*All deposits and fees must be paid prior to the issuance of a reservation permit. \*\***

<b>Payments</b>		<b>FOR OFFICE USE ONLY – SERVICES PAID FOR:</b>		
Rental Fee	\$ _____			
Deposit	\$ _____			
Security	\$ _____			
Total Fee	\$ _____			
Balance Due	\$ _____	<b>Amounts Paid</b>		
		Deposit \$ _____	Date _____	Initial _____
		Fees \$ _____	Date _____	Initial _____
		Refund \$ _____	Date _____	Initial _____

**Signature:** I have read and received a copy of the Rental Information and the Rental Agreement and agree to abide by its provisions. Lessee agrees to indemnify and hold the City of Conroe, its officers, agents, employees, and staff harmless from any and all costs, fees, and claims of liability, loss, or damage, which may arise out of the use, and/or occupancy of City of Conroe property and premises by the Lessee, its agents, guests, or invitees.

Signature	Printed Name	Date	Time
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