



PARKS & RECREATION

CITY OF SEGUIN PARK/PAVILION RESERVATION APPLICATION

(830) 401-2480

APPLICANT INFORMATION

Name: _____ Organization Name (if any) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: Day: _____ Evening: _____ Cell: _____

Email: _____

PARK RENTAL INFORMATION *Rental is solely for the picnic area. Amenities located near the facility may be closed due to unforeseen safety concerns or mechanical issues. The person named in this application understands there is NO refund for amenity closures. No food, beverages or other items can be sold without a permit. NO glass containers are allowed in the park. Failure to adhere to the City's Park rules could result in forfeiture of future park rentals. The person named in this application will be responsible for seeing that the facility (ies) named in this application are free of damages and excessive litter. The person named in this application will be held responsible for any damages to the facility and the refusal of dispensing litter in the proper receptacles. No alcohol without a permit.

Facility rented _____ Date(s) of Rental _____

Rental Time _____ to _____ (Park Hours are Mon.-Th. 6 a.m. – 11 p.m., Fri. – Sun. 6 a.m. – Midnight)

Estimate Attendance: _____ Amusement Ride/Inflatable: Yes or No (Permit/Insurance required – vendor information must be provided at time of rental)

Will Alcohol be consumed: Yes or No (Permit required for designated areas.) Not allowed at: Wave Pool, Playscape, Manuel C. Castilla Park or Park West.

Describe your event in detail. Be sure to include the purpose of the event and all planned activities: _____

WAIVER OF LIABILITY

I assume all risks associated with the use of the property identified in the reservation application and/or permit. I DO HEREBY, ON BEHALF OF MYSELF, THE ORGANIZATION, ANY HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS, IN CONSIDERATION OF BEING ALLOWED TO USE THE PROPERTY IDENTIFIED HEREIN, AGREE TO INDEMNIFY THE CITY OF SEGUIN, ITS EMPLOYEES, ELECTED OFFICIALS, APPOINTED OFFICIALS, AND AGENTS FROM ANY AND ALL DAMAGES, LIABILITIES, ACTIONS, CAUSES OF ACTIONS, LOSSES, COSTS, EXPENSES, CLAIMS AND DEMANDS ARISING OUT OF THE USE OF THE PROPERTY SPECIFIED HEREIN INCLUDING, WITHOUT LIMITATION, DEATH, PERSONAL INJURIES OR LOSS OF CONSORTIUM, DAMAGE TO OR LOSS OF USE OF PROPERTY, WHICH MAY BE INCURRED AS A RESULT OF SUCH USE. I agree to abide by all City of Seguin rules and regulations formulated by the Parks and Recreation Department for the use of buildings, property, and facilities and to adhere to all specifications and limits listed. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

Rental fee will be withheld without a 14 day cancellation notice. Total rental must be paid at time of reservation. If inclement weather causes cancellation, the Reservation Holder may reschedule for a later available date or request a refund, provided the Parks & Recreation Office is notified within the first three (3) working days of the cancellation.

For Official Use Only: Receipt #: _____ Staff Initial: _____ FEES PAID: Total \$ _____ Check No. _____ Cash \$ _____ Credit Card _____ REFUND AMOUNT (IF ANY): \$ _____ DATE CHECK REQ. ISSUED: _____ REASON FOR REFUND: _____ APPROVED BY: _____ INCLEMENT WEATHER RESCHEDULE DATE (IF ANY): _____

Parks & Recreation Department Approval Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Location:	Rental Fee:	Total:
Patricia K. Irvine-King Pavilion Each Additional Hour Deposit	5 hour rental - \$250 \$50 per hour additional None	_____ _____ _____
Pecan Bottom Deposit	\$350 None	_____ _____
Starcke Bowl Each Additional Hour Deposit	5 hour rental - \$150 \$30 per hour additional None	_____ _____ _____
Large Pavilion (L1-L5) Each Additional Hour Deposit	5 hour rental - \$150 \$30 per hour additional None	_____ _____ _____
Medium Covered Pavilion (M1-M5) Each Additional Hour Deposit	5 hour rental - \$75 \$15 per hour additional None	_____ _____ _____
Small Covered Pavilion (P1-P25) Each Additional Hour Deposit	4 hour rental - \$30 \$6 per hour additional None	_____ _____ _____
Triangle Each Additional Hour ½ Triangle Each Additional Hour Deposit	5 hour rental - \$100 \$20 per hour additional 5 hour rental - \$50 \$10 per hour additional None	_____ _____ _____ _____ _____
Picnic Tables (1-135West; 118-132East) Each Additional Hour	4 hour rental - \$10 \$2 per hour additional	_____ _____
Walnut Springs Park	Per day/event - \$75	_____
Amphitheater	Per day/event - \$75	_____
Park West Multi Use Fields Deposit	\$100 per field/day \$350 all fields/day/event \$500	_____ _____ _____
4-Plex Softball Complex (4 fields) Each Field (daily) Each Field (hourly) Deposit <small>*Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.</small>	\$350 per day \$100 per day \$20 per hour \$500	_____ _____ _____ _____
Tennis Courts	\$15 per day/court	_____
Smokey Joe Williams Field Deposit <small>*Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.</small>	\$150 per game \$250	_____ _____
Little League Fields Deposit <small>*Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.</small>	\$100 per field/day \$20 per hour/field \$500	_____ _____ _____
Volleyball Courts Complex (18 courts) <small>*Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.</small>	\$15 per day/court \$250 per day/event	_____ _____
Seguin Wave Pool Each Additional Hour Non-Refundable Reservation Deposit	3 hour rental - \$425 \$100 per hour additional \$100 (will be applied toward balance due)	_____ _____ _____
<u>Additional Information</u>		
Special Event Permit (races, walks, parades, assemblies, etc. on public roads) <small>*Events Require Insurance naming the City as additional holder for \$1 million dollar liability on file.</small>	\$50 per day/event	_____
Alcohol Permit Sale of Goods Permit Amusement Permit (bounce house, petting zoo, climbing wall, trackless trains, etc.) <small>*Amusements Require Insurance naming the City as additional holder for \$1 million dollar liability on file.</small>	\$20 per event/day \$30 per day/event \$20 per day/event	_____ _____ _____