



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: \_\_\_\_\_

| <b>Location:</b>   | <b>Rental Fee:</b>  | <b>Total:</b>                             |
|--|---|---|
| Patricia K. Irvine-King Pavilion<br>Each Additional Hour   | 5 hour rental - \$250<br>\$50 per hour additional   | _____<br>_____                            |
| Pecan Bottom<br>Each Additional Hour<br>Deposit  | 5 hour rental- \$350<br>\$70 per hour additional<br>None  | _____<br>_____<br>_____                   |
| Starcke Bowl<br>Each Additional Hour<br>Deposit  | 5 hour rental - \$150<br>\$30 per hour additional<br>None   | _____<br>_____<br>_____                   |
| Large Pavilion (L1-L5)<br>Each Additional Hour<br>Deposit  | 5 hour rental - \$150<br>\$30 per hour additional<br>None   | _____<br>_____<br>_____                   |
| Medium Covered Pavilion (M1-M5)<br>Each Additional Hour<br>Deposit   | 5 hour rental - \$75<br>\$15 per hour additional<br>None  | _____<br>_____<br>_____                   |
| Small Covered Pavilion (P1-P25)<br>Each Additional Hour<br>Deposit   | 4 hour rental - \$30<br>\$6 per hour additional<br>None   | _____<br>_____<br>_____                   |
| Triangle<br>Each Additional Hour<br>½ Triangle<br>Each Additional Hour<br>Deposit  | 5 hour rental - \$100<br>\$20 per hour additional<br>5 hour rental - \$50<br>\$10 per hour additional<br>None | _____<br>_____<br>_____<br>_____<br>_____ |
| Picnic Tables (1-135West; 118-132East)<br>Each Additional Hour   | 4 hour rental - \$10<br>\$2 per hour additional   | _____<br>_____                            |
| Walnut Springs Park  | Per day/event - \$75  | _____                                     |
| Amphitheater   | Per day/event - \$75  | _____                                     |
| Park West Multi Use Fields<br>Deposit  | \$100 per field/day<br>\$350 all fields/day/event<br>\$500  | _____<br>_____<br>_____                   |
| 4-Plex Softball Complex (4 fields)<br>Each Field (daily)<br>Each Field (hourly)<br>Deposit                                       | \$350 per day<br>\$100 per day<br>\$20 per hour<br>\$500  | _____<br>_____<br>_____<br>_____          |
| *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.          |   |   |
| Tennis Courts  | \$15 per day/court  | _____                                     |
| Smokey Joe Williams Field<br>Deposit   | \$150 per game<br>\$250   | _____<br>_____                            |
| *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.          |   |   |
| Little League Fields<br>Deposit  | \$100 per field/day<br>\$20 per hour/field<br>\$500   | _____<br>_____<br>_____                   |
| *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.          |   |   |
| Volleyball Courts<br>Complex (18 courts)   | \$15 per day/court<br>\$250 per day/event   | _____<br>_____                            |
| *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.          |   |   |
| Seguin Wave Pool<br>Each Additional Hour<br>Non-Refundable Reservation Deposit   | 3 hour rental - \$475<br>\$100 per hour additional<br>\$100 (will be applied toward balance due)              | _____<br>_____<br>_____                   |
| <b><u>Additional Information</u></b>   |   |   |
| Special Event Permit<br>(races, walks, parades, assemblies, etc. on public roads)  | \$50 per day/event  | _____                                     |
| *Events Require Insurance naming the City as additional holder for \$1 million dollar liability on file.                         |   |   |
| Alcohol Permit<br>Sale of Goods Permit<br>Amusement Permit<br>(bounce house, petting zoo, climbing wall, trackless trains, etc.) | \$20 per event/day<br>\$30 per day/event<br>\$20 per day/event  | _____<br>_____<br>_____                   |
| *Amusements Require Insurance naming the City as additional holder for \$1 million dollar liability on file.                     |   |   |