



## **ORCHARD CITY PARK RESERVATION POLICIES & PROCEDURES**

All park, field and pavilion reservations must be made in person at:

Orchard City Hall 9714 Kibler St Orchard, Texas 77464 Phone: 979.478.6893 Monday-Friday 8:00 a.m.-2:00 p.m.

Those reserving the Orchard City Park Pavilion or fields agree to the following:

### **SECTION I: ELIGIBILITY (up to 50 people)**

1. Orchard City Park, pavilion, and fields are free to use on a first-come, first-served basis provided no reservations exist. Anyone showing a City reservation and rental receipt has precedence for use.
2. Orchard City Park and its amenities are available to rent by residents and non-residents, 21 years of age or older.
3. Rental use shall be limited to the purpose of the contract. Sub-leasing or using for the purpose of making a profit without prior approval is prohibited.
4. Use of "dry" inflatables (bounce house/moonwalk) is acceptable, but only with a valid pavilion reservation. No waterslides or other activities which require water are allowed. Proof of liability insurance from moonwalk/bounce house provider is required.
5. Any use of park by a "for profit" entity without prior approval will result in immediate withdrawal of reservation and loss of fees.
6. The person signing the rental agreement must handle all transactions and must be present at all times during the rental.

### **SECTION II: RESERVATION PROCEDURES**

1. All reservations are on a first-come, first-served basis and must be made in person at the Orchard City Hall.
2. The Orchard City Park, fields, and pavilions are available 365 days a year and may be used during daylight hours for a maximum 4 hours unless prior approval is granted.
3. Reservations must be made at least one (1) week prior to the event. No exceptions will be made.
4. The City of Orchard and BISD activities will be given priority at all times; the City reserves the right to change or cancel any reservation that may conflict with those events.

5. Reservations for concession stand use must be made in writing and should be received and approved thirty (30) days prior to the event.

6. Any event involving the general public must schedule a meeting with the City Secretary and must receive approval from the Board of Alderman.

### **SECTION III: PAYMENT OF RENTAL FEES**

1. Reservation fees for the park facilities are \$35.00 for people living inside the city limits of Orchard and \$95.00 for people who do not live in the city limits for four hours.

2. Reservation fees can be paid by cash or check. No credit or debit cards will be taken.

3. A \$100.00 deposit is required at the time of the reservation as a damage deposit, and will be refunded within fourteen (14) days of the rental, minus any deductions for damages or cleanup. All cancellations/refund request will follow the guidelines state below.

### **SECTION IV: CHANGES, CANCELLATIONS & REFUNDS**

1. Changes, cancellations and refund requests must be made in person at the Orchard City Hall during regular business hours. Original permits must be presented, and a Cancellation/Refund Request form must be completed.

2. Changes to a reservation will be made one (1) time and must be done at least one week prior to the event.

3. Cancellation requests must be made at least one (1) business week prior to the rental date. Cancellations made within one (1) week of the rental date will not be eligible to receive a refund.

4. The City Park is an outdoor venue; therefore, it is susceptible to changes in the weather. Refund requests due to the inclement weather will only be considered in extreme conditions, and if the weather occurs during the hours specified on the rental permit.

5. The City reserves the right to revoke an agreement and/or suspend rental privileges should any of these policies not be followed. Refund requests in this instance will not be honored.

### **SECTION V: EVENT SECURITY & SUPERVISION**

1. The City of Orchard reserves the right to require a deputy constable(s) for any function, depending on the size and age of the anticipated crowd, scheduled entertainment, and past experience with a group.

2. If needed, deputy constable(s) are to be onsite when the first guest arrives and must remain until the facility is vacated at the end of the reservation. All costs associated with security are the responsibility of the renter and must be arranged through the Fort Bend Sheriff's Office.

3. Reservations involving people under the age of 18 must have at least one (1) adult chaperone for every 10 guests. Chaperones must be 21 years or older and be present throughout the event, set-up, and clean up.

#### **SECTION VI: CITY PROPERTY**

1. Renters should be aware of the park and its amenities before making a reservation. The city does not provide any additional equipment. The renter assumes liability for any cost of repairing or replacing any City property damaged by the renter's activities.
2. Renters will be liable for any missing property as a result from their event.
3. Electricity provided by the City is limited to the pavilion area and will only support small household appliances. Generators are allowed.
4. The City reserves the right to require applicants, when deemed necessary, to provide public liability insurance and any other coverage deemed necessary to protect the City.
5. Renters are not allowed to park on any grass area in the park. You may only use designated parking areas.

#### **SECTION VII: PARK RULES**

1. No loud music
2. No alcoholic beverages
3. Dogs must be on a leash

#### **SECTION VIII: PERSONAL PROPERTY**

1. The City will not be responsible for any equipment that is not the property of the City.

#### **SECTION IX: SET UP & CLEAN UP**

1. Hours needed for set up and clean up should be included in the rental reservation.
2. Electrical outlets are 110 volts. Items requiring more voltage require your own generator.
3. Open flames and/or fireworks are not permitted in the park. Grills are provided for cooking purposes in the park, and you may bring your own grill. No open fire cooking is allowed under any circumstances.
4. Decorations may be secured with tape only. No screws or nails are permitted.
5. Advertisements of any kind are prohibited.

6. Renters must dispose of all trash in the designated receptacles. If the trash is full, please collect all trash and place it by the trash can. Trash includes, but is not limited to, decorations, paper products, food, and drink items.

7. Renters should leave the facility in the same or better condition. Failure to properly clean will result in written notice and possible future loss of rental privileges and deposit.

**SECTION X: SERVICE ISSUES & EMERGENCIES**

1. For service issues, such as plumbing, electrical, or other safety issues, renters should call the City Hall, Monday-Friday 8:00 a.m. to 2:00 p.m. at 979.478.6893.

2. For other emergencies or disturbances, please contact Fort Bend County Sherriff's Office at 281.341.4665 or dial 911.

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Rental Customer Signature

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Date Deposit Paid

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Address

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Phone Number

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Event Date

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City Secretary

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Rental Paid

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Keys issued

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Keys returned