



MACLEAN PARK DAILY USE RENTAL AGREEMENT

Only for Events with less than 250 in attendance. Events with more than 250 must make a Special Event reservation.

Renter Details

PLEASE PRINT CLEARLY

| | |
|--|--|
| Renters Name: | |
| Mailing Address/City/State/Zip: | |
| Contact Phone: | |
| Alternate Phone: | |
| Email: | |

Event Details:

| | | | |
|-------------------------------------|--|---|---------------------|
| Date of Event: | | | |
| Time of Event: | Start Time: _____ | End Time: _____ | Total Hours: |
| Description of Event: | | | |
| Estimated Attendance: | | | |
| Will There Be Alcohol? | Yes _____ No _____ | Will there be amplified Music? | Yes _____ No _____ |
| Will you have a Moonwalk? | Yes _____ No _____ <small>(See rules and regulations)</small> | Name of company you will be renting from? _____ | |
| Small Pavilion: | (2 hr min) | \$15 per hour x _____ hours | \$ |
| Small Pavilion Deposit: | | \$50 | \$ |
| Additional Security Deposit: | | \$200 | \$ |
| Large Pavilion/Food Service: | | \$335 per day | \$ |
| Large Pavilion Deposit: | | \$250 | \$ |
| Additional Security Deposit: | | \$200 | \$ |
| Seafood Boil/Fry Maintenance Fee: | | \$100 | \$ |
| Total Amount Due | | | \$ |

Misrepresentation by the RENTER to the intent, type, or nature of activity to be held at the park will result in loss of deposit and possible ban from future rentals.

By signing you are affirming you have read, understand, and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson, or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Employee Signature: _____ Date: _____ Verified by: _____ Date: _____



MACLEAN PARK DAILY USE CHANGE RENTAL AGREEMENT

Only for Events with less than 250 in attendance. Events with more than 250 must make a Special Event reservation.

Renter Details

PLEASE PRINT CLEARLY

| | |
|----------------------------|--|
| Name: | |
| Date: | |
| Reason for Changes: | |

New Event Details

| | | | |
|--------------------------------------|--|---|---------------------------|
| Date of Event: | | | |
| Time of Event: | Start Time: _____ | End Time: _____ | Total Hours: _____ |
| Estimated Attendance: | | | |
| Will There Be Alcohol? | Yes _____ No _____ | Will there be amplified Music? | Yes _____ No _____ |
| Will you have a Moonwalk? | Yes _____ No _____ <small>(See rules and regulations)</small> | Name of company you will be renting from? _____ | |
| Small Pavilion: | | (2 hr min) \$15 per hour x _____ hours | \$ _____ |
| | | Small Pavilion Deposit: | \$50 \$ |
| | | Additional Security Deposit: | \$200 \$ |
| Large Pavilion/Food Service: | | \$335 per day | \$ _____ |
| | | Large Pavilion Deposit: | \$250 \$ |
| | | Additional Security Deposit: | \$200 \$ |
| | | Seafood Boil/Fry Maintenance Fee: | \$100 \$ |
| Administrative Fee for Change | | | \$12 \$ |
| Total Amount Due | | | \$ _____ |

Misrepresentation by the RENTER to the intent, type, or nature of activity to be held at the park will result in loss of deposit and possible ban from future rentals.

By signing you are affirming you have read, understand, and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

Signature: _____ **Date:** _____

| | | | |
|----------------------------|-------------|--------------------|-------------|
| FOR OFFICE USE ONLY | | | |
| Employee Signature: _____ | Date: _____ | Verified by: _____ | Date: _____ |



MACLEAN PARK PAVILION DAILY USE RENTAL RULES & REGULATIONS

MACLEAN PARK PAVILIONS are available to be rented each day from 5:00 am to 12:00am when the park closes (Ordinance Sec. 66-1). It is unlawful for any person to be in city parks when they are closed, except when scheduled and authorized by the city.

RENTAL REQUIREMENTS

- One of the Rental Permits listed below must be obtained to use any of the MacLean Park Pavilions.
 - **SMALL PAVILION RENTAL PERMIT:** Rented by the hour with a minimum of 2 hours for small gatherings.
 - **LARGE PAVILION W/FOOD SERVICE RENTAL PERMIT:** Daily Rental for Private parties less than 250 in attendance.
 - Events open to the public or with more than 250 must make a Special Event reservation.
- All applicable fees must be paid in full, and a facility rental agreement must be completed to reserve facility.
- Reservations must be made 14 days in advance.
- The City may deny a rental agreement based upon the RENTER'S past use of City facilities.
- **ADDITIONAL SECURITY DEPOSIT:** Events with amplified music (live music, DJ, etc.) alcohol, 100 or more people in attendance, or open to the public require an additional security deposit of \$200.
- **SEAFOOD BOIL/FRY MAINTENANCE FEE:** A \$100 no refundable maintenance fee is due in addition to all regular use fees for hosting any Seafood Boil/Fry. **Please read Seafood Boil/Fry Requirements below for hosting Seafood Boil/Fry in City Parks.**

RENTAL CHANGES/CANCELLATIONS

- Any cancellation, and/or change to rental agreement will result in an additional \$12 cancellation/change fee and must be submitted in person/writing at the Recreation Center by the deadline.
- Rental cancellations made at least 14 days prior to rental date are eligible for a full refund, less cancellation/change fee. Cancellations made within 7-13 days prior to rental date are eligible for a 50% refund. Cancellations made less than seven (7) days prior to rental dates are not eligible for a refund.
- In the event of inclement weather, as determined by Parks & Recreation staff:
 - **A FULL REFUND WILL BE ISSUED** if the RENTER cancels the event **IN WRITING 48 HOURS PRIOR** to the event.
 - **LESS THAN A 48 HOUR NOTICE AND UP TO 2 HOURS PRIOR** to the event, the renter may contact the Recreation Center during ***normal facility hours*** and **reschedule** their rental to any available time slot for the same facility at no additional charge.
 - ***Failure to cancel or reschedule up to 2 hours prior to the rental will result in FORFEITURE of the rental fee.***

POLICIES FOR ALL EVENTS

- **MOONWALKS:** The use of inflatable "moon walks", generators, and similar equipment is permitted but a State Inspection certification for each inflatable at the event must be provided to the Recreation Center – Lake Jackson prior to scheduling a function. Failure to do so will result in loss of moon walk privileges for the designated event and forfeiture of deposit. Please use a generator, electrical outlets at pavilions and facilities are not guaranteed. **WATER INFLATABLES AND WATER SLIDES ARE PROHIBITED IN ALL PARKS.**
- For Sunday rentals, the MacLean Food Service Building Key must be obtained at the Recreation Center – Lake Jackson before 2:00pm on Saturday (**Recreation Center is currently closed on Sundays.**)
- All events are subject to inspection by the Lake Jackson Police Department and Parks and Recreation staff.
- RENTER is responsible for supplying their own trash bags and cleaning supplies.
- RENTER is responsible for picking up all trash and debris from the reserved area, parking lot and emptying all trash cans and properly disposing of in provided dumpster.
- RENTER must remove all decorations including balloons, streamers, tape, etc. Failure to do so will result in forfeiture of Deposit.
- The RENTER is responsible for all actions of their guests and will be held responsible for any complaints, damage, rule, or law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. In addition, if the Lake Jackson Police Department is required to respond to your event due to a complaint, damage or rule or law violation, ALL deposits will be forfeited.



Lake Jackson Parks and Recreation Department
91 Lake Rd, Lake Jackson, TX 77566
979-297-4533 fax 979-297-0021

- In accordance with the city ordinance Sec. 86-67 regarding sound amplification: it shall be unlawful for any person, group, or entity, while in a public park or on a public street or sidewalk, to amplify noise, music, or speech to such a volume that it would disturb the sensibilities of a reasonable person residing in a surrounding neighborhood. Any profanity through a p.a. system will result in the immediate closing of the reserved venue.
- RENTER and guests must park in designated parking areas only. No parking on grassy areas, sidewalks, driveways, or pavilions.
- All pets must be on a leash.
- Lake Jackson Parks and Recreation is not responsible for any equipment and/or property left at Park.

PROHIBITED ITEMS

- The sale of alcoholic beverages.
- Glass in or near City Parks.
- Water Moonwalks or water slides.
- Petting zoos, pony rides or livestock.
- Skates, skateboards, scooter devices, bicycles, tricycles, or any other human powered devices are prohibited under any park pavilions.
- Swimming, bathing, or wading is prohibited in ponds, lakes, or reservoirs.
- Garage Sales

SEAFOOD BOIL / FRY REQUIREMENTS

- Cooking and Park Protection
 - You should cook, if possible, on a dirt or paved/solid area. This should NOT be in the parking lot or public sidewalk where the public parks or walks or where combustibles are located.
 - You may NOT put heat generating devices within 15' of a tree canopy.
 - Likewise, the burner/heat source should be protected from any gras/grounds.
 - Propane hoses must be stamped for use with the fuel type.
 - NO homemade devices or connections allowed.
- Mandatory Cleanup Requirements
 - Bring **PERSONAL** trash bags / cans needed to remove all shells and post consumption product from the site. **TAKE IT HOME!**
 - **DO NOT DUMP** shells/by product in the park dumpsters / receptacles. They attract nuisance animals.
 - Buckets to remove all seafood boil water/oil from the site. You may NOT dump the water/oil in the park, or a storm drain.
 - Table paper or covers where seafood has been distributed should ALSO be removed from the park and not disposed of on site.

Misrepresentation by the RENTER to the intent, type, or nature of activity to be held at the park will result in loss of deposit and possible ban from future rentals. City may deny future reservation for similar activities or events if the applicant fails to abide by all terms and conditions in this Agreement.