

APPLICATION FOR  
RESERVING  
HIGHLAND BAYOU PARK  
PAVILION

<b>Date of Application:</b>	
<b>Responsible Party</b>	
<b>Address of Responsible Party:</b>	
<b>Home Phone Number:</b>	
<b>Work Phone Number:</b>	
<b>Cell Phone Number:</b>	

<b>Reservation Date:</b>	
<b>Start Time:</b>	
<b>Finish Time:</b>	

<b>Purpose of Use:</b>		
<b>Type of Entertainment:</b>		
<b>Total Number of People:</b>		
<b># of Uniformed Officers:</b>	<b>Amount \$</b>	<b>Date</b>
<b>Received By:</b>		
<b>Print Name:</b>	<b>Signature:</b>	
<b>Reservation Fee Collected:</b>	<b>Amount:\$</b>	<b>Check #</b>
<b>Deposit Collected:</b>	<b>Amount:\$</b>	<b>Check #</b>
<b>Note: All or a portion of the deposit will be withheld for any damages. Also, if it is necessary for the City to clean any portion of the pavilion or area surrounding the pavilion, deposit will be withheld.</b>		


**Electrical & Water Disclaimer**

Electrical power and water are not supplied for use under this rental agreement.

**Initial** \_\_\_

**Attendance Disclaimer**

If my reservation attendance exceeds 20% of the number indicated on my application I will forfeit my deposit.

**Initial** \_\_\_

**I have received a copy of the rules and regulations concerning the rental of Highland Bayou Park and understand the rules and regulations.**

**I understand that any false statements or misrepresentations on this application will result in the forfeiture of my deposit.**

**Signature:**

Date:

Parks Board Approval Necessary:    **Yes**

**No**

**Highland Bayou Park Pavilion  
RESERVATION INFORMATION**

Highland Bayou Park Pavilion will be opened to the general public on a first come first serve basis. Reservation of the pavilion is permissible with the following conditions.

- Reservations will require a permit and application completed and returned to City Hall. The following fees will apply and a portion may be held from the deposit for clean up or repair for damages.

# Persons	Resident Fee	Resident Deposit	Non-Resident Fee	Non-Resident Deposit	Requirements
1-50	\$100.00	\$200.00	\$150.00	\$200.00	
51-125	\$100.00	\$200.00	\$200.00	\$225.00	1 Uniformed Officer
126-200	\$150.00	\$200.00	\$250.00	\$250.00	2 Uniformed Officers
200-250	\$200.00	\$200.00	\$300.00	\$300.00	*Mass gathering Permit & 3 Uniformed Officers
250 & Above	\$400.00	\$400.00	\$550.00	\$500.00	*Mass gathering Permit & 3 Uniformed Officers

**\*- Minimum number of Officers required; additional Officers may be required at the discretion of the Chief of Police**

- Commercial Group - Reservations will require a permit and application completed and returned to City Hall. There will be a flat rate of \$550.00 per day fee.
- (Reservations made less than thirty (30) days prior to the scheduled event must be paid in cash or money order)

Reservations can be made up to 90 days in advance for La Marque citizens or groups whose make-up is a majority of La Marque residents. Groups whose make-up is not a majority of La Marque residents or individuals who are not La Marque residents may reserve the pavilion up to 60 days in advance of an event.

- ❖ All applicants with under 51 guests must sign a waiver of liability for loss of property or personal injury.
- ❖ Applicant with 51 or more guests agrees to obtain an insurance policy protecting City from any liability and to have City named as co-insured in said policy for \$100,000.00.
- ❖ A driver's license or other form of identification will be required.
- ❖ All requests must be done on an application form.
- ❖ Water is not provided
- ❖ Electricity is not provided



**Each group or individual reserving the pavilion is responsible for cleaning the pavilion after its use. All or a portion of the refundable deposit will be withheld for damages and**

**if it is necessary for the City to clean the pavilion. Each Group or Individual will be provided with four (4) 30 gallon trash bags for cleanup. All garbage will be bagged and placed into the dumpster located on the site.**

It is the responsibility of the group or individual reserving the pavilion to note any damages to the pavilion prior to their use and bring it to the City's attention. However, the City will inspect the facilities regularly to note damages. The City will be required to do an inspection after each event before the deposit can be refunded. The group or individual reserving the pavilion is responsible for the actions and/or damages caused by their guests. This includes violations of any park rules. Failures to adhere to Park Rules will constitute a forfeiture of the deposit. Non-profit organizations may have the reservation fee waived by the Parks Board. The Parks Board will consider exemptions on a case by case basis taking into account special circumstances such as the event being open to the entire community and providing a benefit to the entire community. Individuals or groups wishing to reserve the pavilion need to allow two (2) weeks for a decision from the Parks Board.

No group will occupy the entire pavilion unless a permit has been obtained.

Cancellations less than seven (7) days prior to scheduled activity will result in forfeiture of the reservation fee.

**Park Hours: Dawn till Dusk (daylight hours only)**

**Approved by Parks Board \_\_\_\_\_**