



# COLLEYVILLE PARKS AND RECREATION DEPARTMENT PARK PAVILION RESERVATION

2512 Glade Road  
Colleyville, TX 76034  
817.503.1180  
817.503.1194 (Fax)  
ColleyvillePARD.com

Name (please print): _____ DOB _____ Address: _____ City: _____ Zip: _____ Day Time Phone #: _____ Evening Phone #: _____ Email: _____ Signature: _____	<b>Emergency Contact Information (outside of home)</b> Name _____ _____ Relation _____ Phone # _____
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- Pavilions:**
- |  |  |
|--|--|
| <input type="checkbox"/> City Park (Kiddsville)      | <input type="checkbox"/> McPherson Park-East Side          |
| <input type="checkbox"/> Colleyville Nature Center   | <input type="checkbox"/> McPherson Park-West Side          |
| <input type="checkbox"/> Kimzey Park                 | <input type="checkbox"/> McPherson Park-Red Group Pavilion |
| <input type="checkbox"/> Photography _____<br>(Park) | <input type="checkbox"/> Sparger Park                      |
|  | <input type="checkbox"/> Wedding _____<br>(Park)           |

**I hereby assume that this property will be under my care, custody, and control on the following date and time listed below:**

Type of Event (description): \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Number of: **Attendees:** \_\_\_\_\_ **Vehicles:** \_\_\_\_\_

Voice/Music Amplification Equipment:  Yes  No If **yes**, describe: \_\_\_\_\_

**Wedding or Photography** \_\_\_\_\_ \$100 each day Total Fee: \$\_\_\_\_\_

**All pavilions (excluding McPherson – Red Pavilion)**

Resident: \_\_\_\_\_ \$20 per hour \_\_\_\_\_ Number of Hours Reserved Total Fee: \$\_\_\_\_\_

Non-Resident: \_\_\_\_\_ \$30 per hour \_\_\_\_\_ Number of Hours Reserved Total Fee: \$\_\_\_\_\_

**McPherson – Red Pavilion (Group Pavilion, seating up to 100 people)**

Resident: \_\_\_\_\_ \$40 per hour \_\_\_\_\_ Number of Hours Reserved Total Fee: \$\_\_\_\_\_

Non- Resident: \_\_\_\_\_ \$70 per hour \_\_\_\_\_ Number of Hours Reserved Total Fee: \$\_\_\_\_\_

- I understand and will comply with **no alcoholic** beverages allowed.
- I agree to clean-up and **dispose of all litter** properly, immediately after use.
- I agree to **no bounce houses** or **moon walks** to be used on park property.
- I agree that all vehicles attending will stay in **designated parking areas only**.
- I agree to reimburse the City for any and all damages incurred during reservation time and date.
- I have read and will comply with the above policies and all other policies attached to this form. (Initial)** \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

### **Park Pavilion Rental Policies**

1. City related functions shall have first priority on pavilion.
2. All groups who reserve the pavilion for personal use shall pay the fee(s) as determined by the Parks and Recreation Department.
3. Reservation times are during park hours.
4. Applicant may not charge for services, nor solicit money of any kind or character from any person for their use of the pavilion.
5. Pavilion reservation request should be made by faxing, emailing, mail, or drop off, in person during regular business hours, between 8:00 a.m. to 5:00 p.m., Monday through Friday.
6. Reservations will be accepted by a person 18 years old or older.
7. A permit will be issued by the Parks and Recreation Department stating the time, date, fee, and any other pertinent information as determined by the City.
8. **Alcoholic** beverages are prohibited in City parks. (Ordinance 0-09-1726)
9. Vehicles will be restricted to **designated parking** areas only. (exception for Police, Fire emergency, or maintenance vehicles from City departments).
10. The use of **bounce houses** or **moon walks** is not allowed in City parks.
11. Music may be played between the hours of 9:00 a.m. and 10:00 p.m., unless otherwise approved by the Parks and Recreation Department, or as permitted by the City's noise and nuisance ordinance.
12. All waste shall be deposited in proper receptacles.
13. Responsibility for damages to and/or maintenance beyond normal wear and tear will be assumed by the individual, group, or organization.
14. Decorations should not be attached to the pavilion that would tend to deface the structure including, but not limited to, staples, tacks, crepe paper, or any material that will stain.
15. Any open flames, candles (other than birthday candles), torches, etc. shall not be used in the pavilion.
16. Use of any equipment that requires electricity must meet appropriate fire and electrical codes.
17. The City Manager or their designee shall determine the applicable charge or fee when an interpretation is needed, or the charge set by the Parks and Recreation Department is disputed.
18. The individual or group organization will obey all rules and regulations, both written and verbal, and will not hold the City of Colleyville liable for any injury sustained while using the facility or park.
19. The person, whose signature appears on the reservation or their representative, is fully responsible for all participants using the facilities under the jurisdiction for the Parks and Recreation Department.
20. Failure to adhere to Parks and Recreation Department rules and regulations will result in suspension of reservation privileges.

### **Pavilion Cancellation, Refunds, Special Permits**

21. All cancellations must be made no later than three (3) days prior to the reservation date to obtain refund.
22. Refunds will only be considered in case of uncontrollable events, i.e. severe weather, family emergency, etc.

- 23. Refunds on any pavilion or park rentals, unless otherwise specified, must be requested no later than three (3) working days after scheduled use through the Parks and Recreation Department.
- 24. A special permit must be obtained in person. Individual must sign permit indicating that he/she will agree to the terms of the deposit restriction and applicable City ordinances.
- 25. All decisions concerning the fee or the denial of the use of the pavilion may be appealed to the City Manager or their designee.

**All pavilions excluding McPherson – Red Pavilion**

Resident	\$20.00 per hour
Non-Resident	\$30.00 per hour

**McPherson – Red Pavilion (Group Pavilion, seating up to 100 people)**

Resident	\$40.00 per hour
Non-Resident	\$70.00 per hour