

City of Waco
Parks & Recreation Department
FACILITY RENTAL AGREEMENT

Purpose of use _____
 Facility _____
 Name _____ DL or ID _____
 Street Address (No PO Boxes) _____
 City _____ State _____ Zip Code _____
 Phone _____ Cell Phone _____ Emer. # _____
 Email _____

Date of Event _____ Rental Time-From: _____ To: _____ Number of People _____

Set up, decorating & clean up must be included in your rental time

Will alcohol be allowed? ___ Yes ___ No
 (Harrison Center / Cameron Park Clubhouse / Multi-Purpose Center)

Will you have inflatables? ___ Yes ___/No
(NO STAKES ALLOWED - Inflatables and/or games must be secured with sandbags)

For Emergency Facility Issues on Day of Rental, Contact:

For Cameron Park Clubhouse / Multi-Purpose Center / Harrison Center / Pavilions & Park Areas 640-8464
 if no answer, call 709-6172 Dewey – Jimmy 640-8463 / Doris-Miller – Juliett 749-0153 / South Waco –
 Rebecca 709-2516

For rental changes or cancellations, call 750-5980

There is absolutely no alcohol allowed at Doris-Miller, South Waco or Dewey Community Centers!!!

***** Notice Concerning Alcohol *****

A licensed, certified peace officer must be hired to provide security if alcohol is going to be served at the Clubhouse, Harrison Center or at the Multi-Purpose Center. A formal letter on official letterhead is required from the officer stating that they will work the rental and wear proper peace officer attire. If hiring Waco Police Officers, they should be asked to provide a confirmation by memo or email to the Parks and Recreation Department.

Cost: *Large Pavilions - \$250.00 per day: Redwood, Pecan Bottoms, Anniversary, Miss Nellie's, Oscar DuConge, Bledsoe-Miller, South Waco, Northern Gateway, Trail Blazer (9 am to Midnight)*
Small Pavilions - \$100.00 per day (9 am to Midnight)
Cameron Park Clubhouse -- \$1,250.00 per day + \$250 refundable deposit (9 am to 10 pm)
Harrison - \$75/hr + \$100 refundable deposit (Minimum of 3 hours)
Community Centers -- Meeting Room \$75/hr + \$100 refundable deposit (Minimum of 3 hours)
Dewey & South Waco Gyms - \$250/4hrs + \$50 each additional hour + \$100 refundable deposit
MPC - \$350/4hrs + \$50 each additional hour + \$100 refundable deposit (9 am to 10 pm)

Rental Fee _____ Deposit _____ Add'l Fees _____

Payment Method _____ HH# _____
 Check _____ Cash _____ Credit Card _____ Rect. # _____ Res# _____

 Renter's Signature _____ Date _____

 Staff Signature _____ Date _____

Please read and initial contract terms on back of sheet —————>

Contract Terms

1. Renter must provide proper identification. (Must be 21 years of age or older).
2. All rental facilities are non-smoking. Special Event insurance may be required.
3. Electricity is limited. Only two electrical appliances per outlet box are allowed. Heavier usage will blow circuit breakers, cut off electricity and it will not be turned back on.
4. All equipment must be removed from the site at the conclusion of the event. If items or equipment are left on site, the City of Waco is not responsible for those items.
5. Facility stoves may not be used by renters. Renter must bring in their own heating elements and no cooking is allowed in any rental facilities.
6. No equipment may be staked into the grounds of the rental location and/or parking lot. Inflatables must be secured with sandbags.
7. No items may be nailed, taped, or painted on the walls, ceilings, or windows of the facility.
8. Candles or other devices with open flames are not allowed.
9. Reservations can be made up to 12 months in advance.
10. Renter cannot charge a fee to enter facility.
11. Reservations are not final until payment is made in full and a signed contract is on file at the Parks Administrative office.
12. Refunds will not be given in the case of inclement weather; however, the renter does have the option to reschedule the rental at no charge based on availability. These arrangements need to be made within 14 working days of the original rental date.
13. A full refund less a \$25 admin fee will be given if an event is cancelled by the renter up to 7 days prior to the rental. **No refunds will be given if an event is cancelled by the renter within 7 days of the rental.** Refunds will be processed the week after your event. Credit Card refunds will be refunded back to the card used for payment. Cash-Check-Money Order refunds will be paid with a check. Checks will be mailed out on Fridays. **By request only, renters may pick up their refund on Friday after 10am at the Finance Department located at 300 Austin Ave on the 4th floor of City Hall.**
14. If a renter has not rescheduled or canceled their event and does not show up for the rental, renter will forfeit their right to a refund.
15. The City may cancel any rental for any reason with a full refund to the renter, other than instances of double bookings, with advanced notice of at least three (3) days. Parks makes every effort to prevent and satisfactorily accommodate both renters in the event of a double booking.
16. To alter the beginning and/or ending time of the rental or make any other contract changes, renter must bring their copy of the contract back into the Parks Administrative office to finalize the change and pay any additional rental fees.
17. Indoor facility reservations or changes must be made at least seven (7) days prior to the reservation date.
18. Pavilion reservations must be made by 1:00 p.m. on the day before the rental and on Friday by 1:00 p.m. for weekend rentals.
19. Renters may request and be granted a rental, but facilities are rented on an “as is” condition basis which means appliances are not part of the rental. You are renting the facility only.
20. Banners can be displayed during event; but must be removed at completion of event.
21. The person making the reservation is responsible for the reservation and should be on site. The renter should always keep a copy of the rental contract with them.
22. Facility must be cleaned, left in proper order and all equipment, cords, banners, vehicles removed at the completion of the rental.
23. The City of Waco can provide extra trash can liners at the facility as well as cleaning supplies to ensure the renter will clean the facility after their event.
24. Please abide by the rules set-forth concerning the consumption of alcohol in City facilities.
25. Pavilion and shelter rentals are for the pavilions/shelters only. Surrounding park areas and their amenities are for public use and are not included in the rental.
26. Please comply with any occupancy limits including special limits required by health conditions, Park rules, as well as any City, County, State, and Federal Guidance, Orders, or Declarations.
27. All renters and event attendees must comply with requests and instructions from any City staff at the event.

I have read and understand above contract terms

Renter's Initial