

# Rental Overlook

## **Reservations**

- The Riverbend Park may be reserved one year in advance.
- Tentative reservations will be held for 14 days. If the contract and deposit are not received within the given time frame, the area and date request will then be open again for reservations. Please also see our cancellation policy below for other details.
- If no contract and or user fees are paid within 15 days of the scheduled date, the event will be cancelled. Deposits only do not serve as a completed rental agreement.
- It is up to the renter to assure their rental agreement has been finalized at least 15 days prior to their scheduled event.
- Reservations are on a first come first serve basis except when the rental request is for a community event.
- Rental contracts will serve as a living document that will list renter and city obligations not stated in Rental policies. The city manager, city attorney, and parks and recreation department director have the authority to adjust contractual obligations as needed.

## **Rental Policies**

- Community events are to be reviewed by the Parks and Recreation Board.
- Community events are also required to fill out a Facility Rental Application to be presented to the Board.
- Community events must comply with emergency management requirements requested by the Parks and Recreation Advisory Board, Police Chief, and Fire Inspector, 60 calendar days before scheduled event. Any of the overseeing entities may require additional supporting services at the renter's expense, such as emergency personnel and equipment, portable toilets to include mobility-impaired portable toilets, etc.
- If security is required for rental, coordination and fees will be managed through the Smithville Police Department.
- If non-security emergency services are required for rental, coordination and fees will be managed through the City Fire Inspector.
- For community event rentals a certificate of General Liability insurance of \$1,000,000 showing the City of Smithville as an additional insured is required.
- Any community rentals that alcoholic beverages are to be served or sold must provide a certificate of Liquor Liability insurance of \$1,000,000 showing the City of Smithville as an additional insured is required.
- Permits for dispensing alcoholic beverages must be obtained by the Texas Alcoholic Beverage Commission (TABC) at least 10 days before event.
- City rental contracts must be filled out completely with deposits and rental fees collected 30 calendar days in advance for requested dated to be reserved.
- Deposits and fees for rentals will be determined by the most recent city council approved fee schedule. Any other fees for facility or equipment rental requests not listed in city council approved fee schedule shall be determined by the city manager.

## **Payment**

- The Riverbend Park requires that you pay the deposit fee at the time of contract.
- All fees must be completely paid 15 days prior to the event.
- We accept cash, check, VISA, MC, or DISC for all payments except security payments which are cash only.

## **Deposit**

- The deposit is required at the time of contract signing.
- All deposits are refundable so long as no damages are done to the building, clean up was done according to the check off sheet, and all other guide-lines were followed correctly. Please also see our cancellation policy below for additional information.
- An inspection of the rented location and/or equipment will be performed following the rental.
- Refundable deposits will be at the Director's discretion if there are damages or the contract was not followed as outlined. In cases of renter caused maintenance or emergency management issues that result in City staff and/or other professional services to be called the associated costs will be taken out of the deposit, to include materials and labor fees. Should the deposit not cover the entire amount, the renter will be billed for the excess amount.
- If no issues occurred during your rental then your deposit will be returned to you by mail within 2 weeks of your rental. If the deposit is cash it will need to be picked up in person.

## **Cancellation Policy**

Please read through our cancellation policy carefully and ask if you have any questions.

- All cancellation requests must be in writing to the Smithville Recreation Center 30 calendar days in advance prior to scheduled rental.
- If cancellation request is implemented in accordance to cancellation policy then renter shall receive full refund of deposit, and if rental fees have been paid the rental fees shall be refunded as well.
- Renters will forfeit deposits for any cancellations not deemed by the Parks and Recreation Director as within the stated cancellation policy.

## **Additions**

We have items within the Park that we allow our renters to use. Some are included in the user fee while others have a separate fee. Separate fees will be outlined in the 'Additional Charges' area in your contract.

- Tables and chairs are available for use when renting the Pavilion for no additional charge. We ask that if tables and/or chairs are used, that they are put back in the same way you found them.
- The picnic tables within the park are free to use in your rented area. Please do not move them from one location to the other. If you move them around within the area, please move them back to their original position. Do not leave picnic tables in the center of the covered area of Chuckwagon. Around the perimeter is fine.
- Once the kitchen is finished at the Pavilion, there will be an additional \$100 fee to use it.

### Clean Up

You will be given a clean up check list to follow with your contract as well as in the back of this packet. Please review the expectations and ask questions before your event. Not follow some or all of the cleaning sheet may result in part or all of your deposit to be kept.

- It is the party's responsibility to clean up during and after the event.
- All trash must be bagged and placed in the dumpster behind the Pavilion.
- Trash containers and brooms are provided for your convenience.
- Please mop any spills that may occur during the rented time.
- Instructions for clean up of the rented area will be given to the party and must be followed thoroughly.
- Removal of all of your party's belongings as well as entire clean up of all rented areas must be completed the night of your event during your rented hours...NOT the following day. Going over your rented hours will result in an extra fee of \$100 for the first hour and \$50 thereafter.

### Classification of Renters

- **Resident:** Citizens owning property (business, home, etc.) or residing within the city limits of Smithville. Valid driver's license or state identification card, tax assessment showing property ownership, or city utility bill will suffice as proof of residency.
- **Non-Resident:** Any person or group of persons that do not fit the requirements of resident, non-profit, or commercial.
- **Non-Profit:** Shall mean any local, state, or federal government, agency, group, or organizations with legal nonprofit status registered with the federal or state government. Nonprofit tax identification card or any other official governmental document shall suffice as proper qualification for this classification.
- **Commercial:** Events held by commercial organizations or individuals for commercial purposes. A general description of rentals that qualify as commercial classification are as follows: do not have non-profit tax identification given by state or federal government, invites the public to event and charges an entrance fee, sells items or services for profit to public, organizers of event receive proceeds from event.

### Keys

- Keys will need to be picked up one day prior to the rental date.
- Keys must be returned to the Recreation Center the next business day following the rental in order to receive your full deposit back.

# Rental Fees

Pavillion (Covered Facility)	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Day	\$300.00	\$400.00	\$300.00	\$1,000.00
Hour	\$75.00	\$100.00	\$75.00	\$250.00
Picnic Table Relocation	\$250.00	\$250.00	\$250.00	\$250.00
Clean-up per trash bag	\$25.00	\$25.00	\$25.00	\$25.00
Deposit	\$500.00	\$500.00	\$500.00	\$1,000.00
Alcohol Fee / Day	\$100.00	\$150.00	\$100.00	\$250.00
Security	Note	Note	Note	Note
Kitchen/Day	\$75.00	\$100.00	\$75.00	\$200.00

Security Note: Charge based on Smithville Police Department

## **Extra w/ Pavilion**

You must request any of the extras at the time of contract. Usage of any of these items/areas will not be permitted the day of the rental unless outlined in the contract.

### ➤ **Kitchen**

Chucwagon Square	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Day	\$300.00	\$400.00	\$300.00	\$1,000.00
Hour	\$75.00	\$100.00	\$75.00	\$250.00
Picnic Table Relocation	\$250.00	\$250.00	\$250.00	\$250.00
Clean-up per trash bag	\$25.00	\$25.00	\$25.00	\$25.00
Walk In Cooler	\$100.00	\$150.00	\$100.00	\$250.00
Deposit	\$500.00	\$500.00	\$500.00	\$1,000.00
Alcohol Fee / Day	\$100.00	\$150.00	\$100.00	\$250.00
Security*	Note	Note	Note	Note

Security Note: Charge based on Smithville Police Department

Open Area	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Day	\$50.00	\$100.00	\$50.00	\$200.00
Hour	\$15.00	\$35.00	\$15.00	\$200.00
Deposit	\$50.00	\$100.00	\$50.00	\$200.00

Open Area Note: An open area is any area with an estimated 20 ft X 20 ft or more space

➤ A space must be reserved when using bounce houses, water slides, etc.

Covered Picnic Area	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Day	\$50.00	\$80.00	\$50.00	\$100.00
Hour	\$15.00	\$25.00	\$15.00	\$25.00
Deposit	\$50.00	\$100.00	\$50.00	\$100.00

# Rental Fees

## (cont.)

Outdoor Basketball Court	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Day	\$30.00	\$50.00	\$30.00	\$100.00
Tournament / 2 Day	\$50.00	\$80.00	\$50.00	\$175.00
Deposit	\$50.00	\$100.00	\$50.00	\$100.00

Sand Volleyball Court	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Day	\$30.00	\$50.00	\$30.00	\$100.00
Tournament/2 Day	\$50.00	\$80.00	\$50.00	\$175.00
Deposit	\$50.00	\$100.00	\$50.00	\$100.00

Rodeo Arena	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Arena / Hr	\$37.50	\$50.00	\$37.50	\$62.50
Arena / Day	\$150.00	\$200.00	\$150.00	\$250.00
Clean-up per trash bag	\$25.00	\$25.00	\$25.00	\$25.00
Deposit	\$500.00	\$500.00	\$500.00	\$1,000.00

Ball Field	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Hr	\$20.00	\$30.00	\$20.00	\$50.00
Lights / Hr	\$15.00	\$20.00	\$15.00	\$25.00
Tournament/ 2 Day	NA	NA	\$200.00	\$500.00
Smithville Area Sports Associations*	NA	NA	\$50.00	NA
Deposit	\$100.00	\$100.00	\$100.00	\$500.00
Smithville Area Sports Associations*	Yearly Contract with \$1,000,000 general liability insurance			

Street Legal Train – Ann Powell Express Train	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
2 Hrs	\$125.00	\$175.00	\$125.00	NA
Additional Hours	\$50.00	\$75.00	\$50.00	NA

Disc Golf Course	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Commercial</u>
Tournament / Day	100.00	150.00	100.00	300.00
Deposit	250.00	250.00	250.00	250.00

RV Sites (Electric&Water)	<u>Resident</u>	<u>Non-Resident</u>	<u>Senior</u>	<u>-</u>
Day	\$20.00	\$25.00	\$15.00	NA
Weekly	\$100.00	\$150.00	\$75.00	NA
Monthly	\$300.00	\$350.00	\$250.00	NA
Tent/ 2 Persons	\$10.00	\$15.00	\$5.00	NA

# Rental Areas

## Pavilion

- All reservations must be made 30 days or more in advance. This is to insure all payments can be made in a timely fashion and preparation arrangements for the rented area with our parks crew.
- Saturday rental contracts for the Pavilion includes use of the Pavilion on the rented Saturday from 8:00am-12:00am plus 1 hour for clean up.
- If your event runs over the rented times, your deposit will be deducted \$100 for the first hour and \$50.00 per hour thereafter.
- Rental of the Pavilion gives your exclusive use of the Pavilion only. It does not include use of any part of the Chuckwagon area.
- Please see the Do's and Don'ts page for other specific rental details.
- Please see Security page for specific details if your event will have alcohol.

## Chuckwagon

- All reservations must be made 30 days or more in advance. This is to insure all payments can be made in a timely fashion and preparation arrangements for the rented area with our parks crew.
- Saturday rental contracts for the Chuckwagon includes use of the Chuckwagon on the rented Saturday from 8:00am-12:00am plus 1 hour for clean up.
- If your event runs over the rented times, your deposit will be deducted \$100 for the first hour and \$50.00 per hour thereafter.
- Rental of the Chuckwagon gives your exclusive use of the Chuckwagon only. It does not include use of any part of the Pavilion area.
- Please see the Do's and Don'ts page for other specific rental details.
- Please see Security page for specific details if your event will have alcohol.

# Rental Information

## Alcoholic Beverages

- Security requests for a Smithville officer or other officer must go through the rental director and approval must go through our Chief of Police.
- Rentals that do not have a Smithville PD Security Contract will be considered in breach of contract, the rental can be terminated immediately, and your deposit will not be returned.
- Security arrangements & payment for the officer must be completed no less than **15 days prior** to your event.
- Security is available through our Smithville Police Department. Fees and guidelines of security are set by the Chief of Police.
- There will be an extra fee per officer if you run over your allotted time.
- Use of our Smithville Officers is preferred but not required. However, to use another officer, you will still need to have a Smithville PD Security Contract. You will need to give the Rental Director the officer's name and phone number in order for our Chief of Police to contact them. Not all requests will be granted.
- **GENERAL LIABILITY INSURANCE:** For community event rentals a certificate of General Liability insurance of \$1,000,000 showing the City of Smithville as an additional insured is required.
- **LIQUOR LIABILITY INSURANCE:** Any community rentals that alcoholic beverages are to be served or sold must provide a certificate of Liquor Liability insurance of \$1,000,000 showing the City of Smithville as an additional insured is required.
- The City of Smithville does not assume any responsibility for injuries arising out of any events not sponsored by the City.
- Individuals should use special care if alcoholic beverages are being served at the event.
- You are required to have a Security Officer (at your expense) on duty while your event is in progress.
- All sales of alcoholic beverages are to be made in compliance with the Texas Alcoholic Beverage Commission (TABC). For questions concerning the sale of alcoholic beverages and/or obtaining a permit, call TABC's Austin District Office at (512) 451-0231. If selling alcohol at the event, a copy of the Liquor Liability must be returned to the Recreation Center **10 days prior** to the event. You must obtain a license before selling alcohol.

***If alcoholic beverages are present at your event and you have not cleared this with the Director of Rentals you WILL NOT receive your deposit back plus you will be faced with a fine of up to \$500.00.***

The City of Smithville reserves the right depending on the type of event to require security.

# Park Rental Rules

- No glass beverage containers.
- All rented areas must be cleaned in order to receive your deposit.
- No vehicles inside the Chuckwagon or Pavilion except to unload or load supplies and equipment, unless otherwise cleared with the Rental Director.
- No go-carts, three wheelers, etc. are permitted on Park grounds.
- Hours of operation:  
All park ground and facilities shall be closed between the hours of 11:30pm and 6:00am unless otherwise authorized by the Rental Director.
- DECORATIONS: Please remove all decorations at the conclusion of the event.
- DAMAGE: The renter agrees to keep the Riverbend Park in good condition and shall not permit any unusual wear, damage, breakage or theft to occur. Renter shall pay the Recreation Center for any loss or liability incurred to the park during their event. If there is liability in excess of the deposit made by the renter, then the Recreation Center will bill the renter the amount of the excess cost.
- TABLES and CHAIRS or for use in the Pavilion only and may not be removed from the park with out prior approval of Rental Director. You must rent the Pavilion in order to use the tables and chairs. Rental of the Chuckwagon only includes use of the picnic tables in the Chuckwagon area.
- STORAGE: Storing items at the park before, during or after your rental at your own risk. The city is not responsible for any lost, stolen, or damaged items.
- PARKING: Parking availability is not guaranteed and on any occasion may be limited.
- Young children attending events inside the Riverbend Park must be under the direct supervision/control of an adult 18 years of age or older.
- AMPLIFIED MUSIC: (Live band or D.J.) must end a minimum of one hour prior to the end of your scheduled park use.

# Clean Up Instructions

- Pick up all trash in rented area and take it to dumpster located in the Pavilion area.
- Wipe off tables and chairs if needed.
- Return tables and chairs to proper storage location. Return picnic tables back to original location. **DON'T LEAVE PICNIC TABLES ON THE COVERED DANCE FLOOR.** If the picnic tables are not returned to previous locations, than a \$250.00 relocation fee will be taken from your deposit.
- Sweep up any food on dance floor/Pavilion floor.
- Clean any spills on dance floor/Pavilion floor.
- Check restrooms for cleanliness. Restrooms are cleaned prior to each event. It is the renter's responsibility to clean the restrooms if a "mess" has been made during event.
- Remove all personal belongings and/or decorations from the park. The City of Smithville and the Parks & Recreation Department are not responsible for any lost, stolen, or damaged items.
- Lock up building, electrical boxes, and gates prior to leaving the park.
- Return keys to the Recreation Center, or other specified area, the following business day.
- Please keep in mind that the same facility you are renting may be being used the following day for another event. Please leave the area the way you found it.
- The Parks Crew will do a walk through inspection of your rented area the following work day and will report the condition of the area to the Rental Director. Please know that this inspection COULD reflect the return of your deposit.

