



OUTDOOR FACILITY USE APPLICATION *Only use this form for private events

Name of Applicant: _____ ID req. / age 21+/ DOB: _____

Company Name (if applicable): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Cell Phone () _____ Other Phone () _____

Date(s) Requested: _____ Start time: _____ End Time: _____

- Facility: Bayshore Pavilion Carbide Park - North Pavilion Carbide Park - BBQ Hut Lobit Pavilion
 Gregory Pavilion Noble Carl Pavilion Jack Brooks - Highlands Jack Brooks - Live Oak
 Jack Brooks - Veterans Paul Hopkins Pavilion Runge - Quonset Pavilion Walter Hall - BBQ Shed
 Walter Hall - Gazebo Walter Hall - North Pavilion Walter Hall - South Pavilion
 Preston Poole—Therapeutic Garden Other: _____

Type of event (family reunion, birthday party, etc.): _____

Total # attending event: _____ (Security required for events with alcohol, 100+ in attendance or live music)

Moonwalk at event? YES NO (insurance required/Add \$20) How many moonwalks # _____

Name of moonwalk company: _____

*Will your event have alcohol? YES NO (*If yes, security will be required. Beer, wine & champagne only.)

*Will you need electricity? YES NO (Add \$10) - no electricity available at Jack Brook Park - Live Oak Pavilion

Additional notes or special requests:

FOR STAFF USE ONLY:		Staff Initials: _____	Permit #: _____
User fee amount paid: \$ _____	Cash	MO# _____	Check# _____ CC
Security Required:	YES	NO	Routed to security: YES NO
Moonwalk Insurance on file?	YES	NO	Policies given to renter: YES NO
Permit copy to Parks?	YES	NO	

_____ This is a permit modification. The permit was modified on _____ (date). Staff use only



COUNTY of GALVESTON
Department of Parks & Cultural Services
 4102 Main Street (FM 519) • La Marque, Texas 77568
 Phone: (409) 934-8100 • Fax: (409) 621-7986
 www.galvestoncountytexas.gov

OUTDOOR FACILITY USE POLICIES FOR PRIVATE OUTDOOR EVENTS

Private Functions: small picnics, weddings, birthday parties, family reunions, churches, etc. that are closed to the public and are usually held or sponsored by private citizens, churches, or class/family reunions.

Outdoor Facility Permit Fees: Outdoor Facility Use Applications must be submitted at least 7 calendar days in advance but no more than 365 days in advance of the event date and are made on a first come, first serve basis. The completed Outdoor Facility Use Application along with the User Fee payment must be submitted to the Permit Office at the time the reservation is made. If the reservation is made via email/fax, a credit card user fee payment must secure the rental (VISA/Mastercard/Discover Only). Convenience fee applies.

Special accommodations can be addressed. Please call 409-934-8100 to check availability or visit our website at www.galvestoncountytexas.gov. Company picnics, events that are open to the public, or events exceed facility capacities require a separate “Special Event Application”.

Park User Fees Fees are per facility/ per day	User Fees Individual/Tax-Exempt	User Fees Commercial/For-Profit
Private Outdoor Event	\$70.00, per facility, per day	\$140.00

Preston E. Poole Therapeutic Garden user fee/per day	User Fees Individual/Tax-Exempt	User Fees Commercial/For Profit
Private Outdoor Event	\$200	\$350

Park hours: Parks are open daily from 7:30am-10:00pm unless otherwise posted. Please note that amenities such as playgrounds, restrooms, backstops, and athletic facilities are not part of your rental and must remain open to the public.

Age requirement: Permit holder must be twenty-one (21) years of age or older in order to be allowed to reserve and/or permit a county facility/site.

Cancellations: If a permit holder wishes to cancel an event, the notification must be given in writing at least seven (7) calendar days in advance of permit date. Failure to comply with this deadline will result in the forfeiture of rental user fees. Cancellations may be charged a \$30 administrative fee.

Permit modifications or changes: Any changes or modifications in the scope of the permit (including security) must be **finalized 7 calendar days in advance and a \$30 administrative fee may apply each time a modification is made.**

Inclement weather: In the event of inclement weather **on the day of your event and within one hour of your reservation time, you must call 409-934-8100 and leave a message** with the park name, your permit number, and telephone number stating that you will not be using the facility in order to either receive a credit, refund or transfer use to another available date. Your call will be time/date stamped and a staff member will contact you during normal business

hours to verify the credit, refund or transfer.

Damages: For indoor facility rentals for either private or public/special events and company picnics, following the conclusion of the Event if the Facility, Grounds or Beach or Dunes located on the Beach area is damaged or if the Facility, Grounds, Beach or Dunes area is not thoroughly cleaned, the Permit Holder agrees, as a condition of the issuance of the Permit to pay such charges as are assessed by the Department.

If a dispute arises out of or relates to the breach of this Agreement, and if the dispute cannot be resolved through negotiation, then the County and Contractor agree to submit the dispute to mediation. In the event that the County or Contractor desire to mediate any dispute, that party shall notify the other party in writing of the dispute it desires to mediate. Within thirty (30) days after receipt of the written notice of the dispute and the request to mediate, the parties shall attend a mediation conducted by a mutually agreeable mediator. If the parties do not achieve a resolution of the dispute by mediation, within ten (10) days after the mediator declares an impasse, either party may make a written demand for binding arbitration by an impartial and unbiased arbitrator. Mediation is a condition precedent for the filing of suit by the aggrieved party. The demand for arbitration must describe the dispute and the factual basis for the dispute in reasonable detail. The parties may agree, in writing, to appoint an impartial and unbiased arbitrator to hear the dispute. In the event that the parties are unable to agree on the appointment of an arbitrator, either party may file suit in either the county court-at-law or the district court of Galveston County to request appointment by the court of an impartial and unbiased arbitrator to hear the dispute and a referral of the case to the appointed arbitrator to conduct a binding arbitration. The arbitration shall be conducted according the Commercial Arbitration Rules and Mediation Procedures (Including Procedures for Large, Complex Commercial Disputes) of the American Arbitration Association which are in effect on the date of the demand for arbitration is received by a party, except to the extent of a conflict with this Agreement.

Trash: Permit holder agrees to pick up trash and litter during and after all events. Events are required to remove bags of trash from the Site the same day as the rental. Failure to remove trash/litter may result in the Permit Holder being made responsible for other costs incurred by the Department for the removal of trash/litter from the site.

Recognized Holidays & Other Unavailable Dates: Outdoor facilities can be permitted for County Holidays however certain County services may be unavailable on designated Holidays. County holidays are: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Easter Sunday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day; services may not be available the Friday prior or Monday after the holiday in accordance with the County's Holiday schedule. County Holidays are subject to change.

Electricity: Permit holder may use any electrical outlets that currently exist at the Site at a cost of \$10. Access to water is only available at facilities where water is currently available.

Insurance Requirements: Public liability and property damage insurance is required for all athletic user groups, amusement vendors (i.e. moonwalks), special event organizers producing events that are open to the public, and for-profit commercial vendors, otherwise known as "vendor" in the amounts set forth below. Insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of the acts or omissions of the vendor.

Vendor shall at its own expense be required to carry the following minimum insurance coverage:

- For damages arising out of bodily injury to or death of one person in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00);
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);

- Alcohol - If alcoholic beverages are sold, served, or allowed to be consumed during the event, the insurance certificate must state specifically that it also covers any losses resulting from the consumption of alcohol at the event.

Certificate Holder:

The Certificate Holder is: The County of Galveston, 722 Moody (21st Street), Galveston, TX 77550

Additional Insured Required:

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies).

General requirements:

- Insurance is to be placed with insurers having a Best rating of no less than A.
- The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses.
- The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf.
- Proof of insurance must be provided at least five (5) business days before the start of the event, athletic season, or first permitted date, or the permit/event will be cancelled.
- The County reserves the right to pursue other remedies permitted by law or in equity.
- In no event shall the County be liable for any damage to or destruction of any property belonging to the event organizer/vendor unless specified in writing and agreed upon by both parties.

Overtime: Outdoor facility permit fees that extend beyond park hours are subject to an overtime fee (extension of hours beyond daily operating times must be approved by the Director).

Security: Uniformed “Texas Commission on Law Enforcement Officers Standards and Education” (TCLEOSE) certified Peace Officers, with the exception of reserve Peace Officers, employed by Law enforcement agencies located within Galveston County are required for any Public, Special Event or Company Picnic with alcohol or an estimated attendance of 100 or more, any Mass Gathering, or a Private Event with an estimated attendance of 100 or more, private events in which alcohol is present, or an event with admission fees, live bands, and DJs or amplified music.

The minimum number of Peace Officers required for events with alcohol is two for the first 199 people in attendance; of the two, one of the required Peace Officers must be a TCLECOSE Certified Galveston County Sheriff’s Deputy or a Galveston County Constable. If an Event exceeds the attendance as defined below, one additional Officer for each additional 100 people in attendance is required. The Park Patrol Security Supervisor may require additional peace officers, if in their opinion, it appears such additional officers are warranted and can do so at a minimum of up to 24 hours in advance of the Event. Security is paid when the event begins (not during set-up) until the last event attendee leaves the facility. If officers arrive and the event has already begun, payment for each officer will be due according to the hours of the permit (retroactive).

Security continued on next page.

NO ALCOHOL AT THE EVENT	EVENTS WITH ALCOHOL
1-99 = No Officer	1-199 = 2 Officers
100-199 = 1 Officer	200-299 = 3 Officers
200-299 = 2 Officers	300-399 = 4 Officers
300-399 = 3 Officers	400-499 = 5 Officers

It is the Permit Holder’s responsibility to make arrangements for Security by contacting the Park Patrol Security Supervisor, during normal business hours (M-F; 8am-5pm) at either (409) 934-8122 or via cell phone at (409) 771-5855. Arrangements for Security under normal circumstances should be made 30 calendar days in advance.

Amplified Music: music that is made louder through the use of a piece of equipment for increasing the strength or power-level of electric currents thus increasing the decibel level or loudness of the music. Professional amplified sound and equipment is prohibited for outdoor facility reservations. Sound that is not plainly audible outside of the perimeter of the reserved pavilion is allowed (i.e. small portable stereo).

Teen Youth Party: Any misrepresentation in the intent, type or nature of a youth party will be grounds for cancellation of the event and forfeiture of the event user fee(s) for the Teen Youth Party. All Teen Youth Parties will be accompanied by a minimum of three (3) chaperones (adults, 21+) based upon the number of youth attending and a fee is being charged for admission; in addition the Permit Holder must initial below to indicate that chaperones will be in attendance throughout the duration of the Event where entrance into the Event is open to the general public and not restricted to private use and/or attendance. Security is required for all “Youth Teen Parties”.

Moonwalks: Moonwalks are the only amusement/activity permitted for use. Any and all other amusements are prohibited including, but not limited to: children’s rides, amusement rides, dunk tanks, and animal attractions. Water slides are prohibited. A \$20 fee will be required for any moonwalk and the Permit Holder must supply liability insurance coverage from the vendor. Ask for a list of vendors with insurance already on file!

Events that request amusement/activities that are not a moonwalk require a special rental request application.

Decorations: No decorations, additions or temporary structures may be affixed/added to any park structure at any time. Staples, tacks, or nails may not be used. Candles, sparklers, piñatas, rice, confetti, silly string, smoke, fog machines and glitter are strictly prohibited. Only birdseed and bubbles are permitted outside.

Glass Containers: No glass containers are allowed.

Alcohol restrictions: The only types of alcohol that may be consumed in County park facilities are wine, beer and champagne; liquor is prohibited.

General Information: Occasionally our facilities experience problems with electricity (where applicable). In such cases you or your organization will have the option of accepting the rental as is or rescheduling your event. We recommend Permit Holders to be prepared with batteries/generators as staff is not available to restore electricity on weekends or evenings. When possible, we will notify you in advance of problems with the facility. Thank you for your cooperation.

Should your event need to be rescheduled due to a staff/clerical error, health or safety issue, a County function or unforeseen events (i.e. deaths, sudden illness, loss of employment) or “Acts of God” (i.e. declared emergency and natural disasters), Permit Holder will be given notice at the earliest opportunity and User Fees will be refunded or the event can be rescheduled.

Failure to abide by any of these General Conditions will automatically revoke the Permit and cancel the Reservation. All policies and fees in this application are subject to change.

Please have your Permit in possession during your use of the permitted facility.

Thank you for choosing Galveston County Parks & Cultural Services to host your event! Should you have any comments, questions or concerns please call us at 409-934-8100, Monday-Friday from 8am-5pm.

Name of Permit Holder: _____ **Date:** _____

Signature of Permit Holder: _____

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Signature of Permit Holder: _____