



Galveston County Parks & Cultural Services
 4102 Main Street (FM 519), La Marque, TX 77568
 Office Hours: Monday-Friday; 8am-5pm
 www.galvestoncountytx.gov

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 Carbide Senior Pavilion
 - Carbide Basketball Pav. Noble Carl Pavilion Gregory Pavilion Jack Brooks - Live Oak
 - Jack Brooks - Veterans Jack Brooks - Highlands Paul Hopkins Pavilion Lobit Pavilion
 - Walter Hall - Gazebo Walter Hall - North Pavilion Walter Hall - South Pavilion Walter Hall - BBQ Shed
 - Preston Poole—Therapeutic Garden Other: _____

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

Total # attending event: _____

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

Name of moonwalk company: _____

*Will your event have alcohol? YES NO

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

*Will your event have live music, a DJ, or amplified sound? YES NO

If yes, please describe: _____

*Will your event have crawfish/shrimp boil? YES NO

Additional notes or special requests: ***Note special requests must fill out special request form and may be subject to additional deposit fees.**

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

PARK USER FEES AND DEPOSITS

Attendance	User Fees		Deposit
	Individual/Tax-Exempt	Commercial/For Profit	
Permits with 100 persons or less in attendance	\$70	\$140	
101-300 persons	\$145	\$230	\$75
301-500 persons	\$345	\$700	\$200
501-1,500 persons	\$575	\$1,150	\$700
1,501-5,000 persons	\$700	\$1,400	\$1,700
5,001 or more persons	\$700	\$1,400	\$2,700

PRESTON E. POOLE THERAPEUTIC GARDEN - SEE FEES BELOW

Attendance	User Fees	
	Individual/Tax-Exempt	Commercial/For Profit
Less than 100 persons	\$200	\$350

PARK HOURS ARE 7:30AM - 10:00PM, DAILY
Please have your Permit in possession during your use of the permitted facility.

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.

Bayshore Park, 5437 East FM 646, Bacliff

Carbide Park, 4102 Main Street, La Marque

Elva Lobit Park, 1901 East FM 646, League City

Noble Carl Park, 1760 SH 87, Crystal Beach

Gregory Park, SH 87, Crystal Beach

Walter Hall Park, 807 SH 3 North, League City

Jack Brooks Park, 5700 FM 2004, Hitchcock

Paul Hopkins Park, 1000 A FM 517, Dickinson



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OUTDOOR FACILITY USE AGREEMENT - Page 3

RESERVATION POLICIES: The undersigned applies for a facility reservation and agrees to the regulations listed below as established by the Galveston County Department of Parks and Senior Services.

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. Applicants for permits must complete an Outdoor Facility Use Agreement. The completed Outdoor Facility Use Agreement along with the Deposit (if applicable) and 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.

Cancellations/Modifications/Changes: If a permit holder wishes to cancel an event, the notification must be given in writing at least thirty (30) calendar days in advance of permit date. Failure to comply with this deadline will result in the forfeiture of rental user fees. Any changes or modifications in the scope of the permit (including security) must be **finalized 30 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 409-934-8101 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.

Deposit/Damages: All or part of the deposit may be refunded, depending on the condition in which the facility or areas surrounding the facility are left. If the facility or grounds is damaged, not thoroughly cleaned, (this list is not meant to be all inclusive or limiting), all or part of the deposit will be retained. For Deposits paid via credit card, the refund amount will be the total of the transaction less the convenience charge (i.e. a \$75.00 deposit with a \$3.00 conv. charge = \$78.00; the deposit refund will be \$75.00). Deposit refunds will be processed through the County's accounts payable division and mailed to the permit holder in approximately 30-45 days after the conclusion of the event. Unfortunately, deposit checks are not able to be picked up in person.

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 forfeiture of all or part of the Permit Holder's deposit. In addition, the Permit Holder may be 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 Years 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.



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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.

Moonwalks (NO WATER SLIDES ARE PERMITTED): 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. A \$20 electricity 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.

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 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 or Private events at which alcohol is present, or any Mass Gathering or any Public, Special or Private Event with an estimated attendance of 100 or more (including vendors, staff, volunteers, etc.). Such Peace Officers must also be present at any Event in which, in the opinion of the Director, the anticipated attendance or the planned activity may affect public health or safety. Requirements are listed below. The minimum number of Peace Officers required for events with alcohol is two for the first 100 people in attendance; of the two, one of the required Peace Officers must be a TCLEOSE 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).

	NO ALCOHOL AT THE EVENT	EVENTS WITH ALCOHOL	
It re-	1-99 = No Officer	1-199 = 2 Officers	is the Permit Holder's
	100-199 = 1 Officer	200-299 = 3 Officers	
	200-299 = 2 Officers	300-399 = 4 Officers	
	300-399 = 3 Officers	400-499 = 5 Officers	

sponsibility 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 (281) 808-4514

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, without security present.** Sound that is not plainly audible outside of the perimeter of the reserved pavilion is allowed (i.e. small portable stereo, small speakers, multiple speakers are prohibited).



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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) and deposit paid to secure exclusive use rights 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". _____ **Initial**

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. _____ **Initial**

Glass Containers: No glass containers are allowed.

Alcohol restrictions: The only types of alcohol that may be consumed in County park facilities are wine and beer; 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/Deposit 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.

Signature of Applicant

Date

Printed Name

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.



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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.