

Date Received: _____ Contract Number: _____



Park & Amenities Reservation Application

City of Manor
Community Development Department
105 E Eggleston St, Manor TX 78653
Phone: (512) 272-5555 / E-mail: park-events@manortx.gov

All required insurance, surety bonds, permits or other documents as may be required per Manor Code of Ordinances must be submitted with the reservation request.

Reservation requests must be submitted at least ten (10) business days in advance of the requested rental date.

All fees associated with the reservation must be paid in full five (5) days before the reservation.

This application is for events/ activities with 0-100 people and/or in which assembly is intended to last more than thirty (30) minutes.

Applicant(s) Information

Name of Applicant:

Organization/Company Name:

☐ Individual ☐ Business ☐ Organization ☐ Corporation ☐ Non-Profit ☐ Government

Address:

Driver's License Number (Copy of I.D. Required):

Tax Exempt Non-Profits 501 (c)(3) Tax ID (if applicable):

Phone:

E-Mail Address:

Alternate Contact Person:

Cell Phone:

Phone:

E-Mail Address:

City Parks (Fees may vary depending on location and amenities. See city properties and parks fees)

Park Name:

Address:

Area: ☐ Pavilion ☐ Parking Lot ☐ Open Field/Green Spaces ☐ Full Park

Event/Activity Details

Event/Activity Name:

Date:

Day of the Week:

Set-up Time:

Break Down Time:

Activity Start Time:

Activity End Time:

Descript Event in Detail:

Maximum Attendance

Adults:

Youth:

Total:

Will you need to use the park's BBQ grill?

YES ☐

NO ☐

Is this activity a fundraiser?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will alcohol be present?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, type (e.g. beer, wine):	
Will the alcohol be for sale?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will the alcohol be free?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will food be at your activity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will the food be for sale?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will the food be free?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will there be an entry or parking fee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will the parking lot be utilized for anything else besides vehicle parking?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will there be parking attendants?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many?	
Will there be offsite parking?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will money be charged or exchanged?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will there be amplified sound?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will there be live entertainment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Will there be animals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Are you blocking/closing streets?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, which streets:	
Will there be a first aid station?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	

Utilities *(City does not provide utilities for temporary structures such as bouncy houses. Power is limited in pavilions.)*

Electricity	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Water	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Equipment for Rent *(Additional fees will apply. See city facilities and parks fees)*

Barricades Fencing <i>(for all street/parking/area closures, barricades are required)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
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Temporary Structures

Must meet County Fire and Building Codes.

Applicants must apply for the fire permit (if applicable) before the reservation is approved. The fire permit must be submitted with the city facilities and park reservation application.

Must submit a map identifying where each structure/activity will be located.

Will you have a Pop-Up Tent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Qty:	Size:
Will there be bouncy houses?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Qty:	Size:
Will there be barricades or fencing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Length (identified in map):	

Will there be carnival/amusement rides?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, type: Qty: Insurance Provider:
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Other temporary structures: _____

Staff *(Additional fees will apply. See city facilities and parks fees)*

Will you need staff support or event planning?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will you need staff present during the reservation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many?

Police & Police Equipment *(Additional fees will apply through the Manor Police Department. See police fees)*

Will you need Police present?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many?
Will you need police traffic control?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Police Department Community Trailer	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Rules and Regulations

- Initial ____ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.
- Initial ____ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an event/activity will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void, and any activity associated with this reservation will immediately cease.
- Initial ____ For each fee-based reservation that is canceled, 50% of the total paid will be assessed. If the cancellation is made less than two (2) days before the event date, the entire fee is non-refundable. Damage deposits will be refunded as long as the responsible party complies with the rules and regulations. Only after all fees and required documents are turned in will a Rental Permit be issued. All fees are due five (5) business days before the event/activity.
- Initial ____ No refunds for undesirable weather. During questionable weather, the applicant may reschedule the reservation two (2) days prior to the reserved date no later than noon. Once an application is assigned/issued a contract number, then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the responsible party listed on the application. Any refunds due will be processed and mailed within 15 business days of the event or cancellations. Payments made by Cash, Check or Money Order will be refunded with a Check. Payments made by credit card will be returned to the credit card within 5-7 days.
- Initial ____ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I

have provided false information on the application; (5) be financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application or reservation.

Initial ____ I also agree to remove all trash from the permitted site immediately after the said activity.

Initial ____ "The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Manor, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Manor's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Manor facilities. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial ____ I agree to report any discrepancies, complaints, or concerns within **48 hours** of facility, park and/or field use. Refund requests will not be returned if the request is made more than **48 hours** after your activity. These instances can be reported by telephone at (512) 272-5555 Opt. 5, or through E-mail at park-events@manortx.gov. If you have safety concerns or on-site problems, please contact the on-call staff at (737) 329-2510.

Initial ____ In case of general maintenance or vandalism, the picnic tables and BBQs may be removed at any time prior to your reservation without liability. Barbecue pits are available for public use in specific park areas. Personal propane stoves and grills are allowed in designated picnic areas only. A Class 2A-10 BC-rated fire extinguisher must be on-site and within reach, have a current inspection, and be fully charged. For food fryers, a Class K extinguisher will be required on-site and within reach. The use of a personal grill fueled by charcoal or firewood is not allowed.

Initial ____ All temporary structures must be listed in the application. Staking down tents, bouncy houses, and/or any structures is prohibited; structures must be weighted down unless pre-approved by the city. The permittee is responsible for providing a generator for any/all temporary structures if needed; the City of Manor does not provide utilities for temporary structures unless pre-approved by the city. Temporary structures shall not be placed earlier than 8 am and must be removed no later than sunset on the day for which the permit is issued unless pre-approved by the city.

Initial ____ Motorized vehicles on park property, lawns, turf, restricted road- way, bicycle/pedestrian pathway or athletic fields is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.

Initial ____ A Permit is issued for any private gathering with fewer than 100 in attendance that does not involve City services or require special permits. A Rental Permit is required for any activity with less than 100 attendees and/or in which assembly is intended to last more than thirty (30) minutes. Except for Assemblies & Public Demonstrations, which need a Special Event Permit if the expected crowd exceeds 50 or more attendees. For any event/activity with 100 or more attendees, the applicant must submit a Special Event Permit Application, which is not the same as the City Park & Amenities Reservation Application.

Initial ____ Parks Reservation: I agree to comply with all park rules and regulations found in the [City Ordinance Ch.1 Sec.12](#)

Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date:

Office Use Only

Required Documents:

- ☐ Detailed Map of Event

Supplemental Documents (if applicable)

☐ Tax Exempt Non-Profits 501 (c)(3)

☐ Insurance

☐ TABC Permit

☐ Fire Permit

☐ Food Vendor Permits

☐ Security Plan

☐ Other:

☐ Other Agencies Permits:

Community Development Approval: _____ Date: _____

Public Works/Parks Department Approval: _____ Date: _____

Police Department Approval: _____ Date: _____

Payment

All payments must be received by 5 business days before the reserved day

Acceptable forms of payment are:

- Cash
- Card (Visa & Master card + \$3.00 service charge)
- Money Order or/and Business Check (Made payable to the City of Manor).

Payments can be sent by mail, phone, or made in person at: Manor City Hall
105 E. Eggleston St.
Manor, TX 78653
(512) 272-5555 opt. 1
Monday - Friday, 8 a.m. to 5 p.m.

Method of Payment: _____ Amount: _____ Receipt #: _____ Date Recv'd: _____