

Colonial Park Pavilion Rental Packet

Colonial Park Pavilion: 4130 Byron Street

General Information:

All reservations must be made, in-person, by the responsible party at The West University Place Recreation Center: 4210 Bellaire Blvd., West University Place, TX 77025. Reservations can be made between 5am-9pm, Monday- Friday, Saturday 7am-7pm and Sunday 8am-7pm. (Hours may differ on holidays). You may contact Parks and Recreation Customer Service at 713-662-7420 for availability and information on how to secure rental. **Phone/mail/email/fax reservations will not be taken.**

- Must be a City of West University Place resident. Proof of residency required. Non-residents may reserve the pavilion with a resident sponsor.
- Colonial Park Pavilion is free to use on a first come, first served basis provided no reservations exist. Anyone showing a Rental Reservation/Receipt has precedence for use.
- Pavilion rentals are from 7am-10pm Sunday through Saturday and require a two hour minimum.
- Reservations may be made up to six months in advance, but a minimum of 14 days in advance of desired date. Reservations may be considered with less notice, if facility is available, insurance and other required documents are submitted in a timely manner and other considerations related to the date/time and type of reservation being requested.
- Responsible party/person signing the application must handle all transactions, inquiries and changes to the rental. The responsible party is required to be present during the entire course of the event including set-up, take-down and clean-up. When a sponsor is listed on a rental agreement, the sponsor must also be present during the rental. Responsible party should have copies of rental receipt at all times during your rental.
- Responsible party must be 21 years of age or older to reserve the facility, and must provide verification of age. One adult (21 years and over) per 10 minors is required during duration of rental, including set-up and take-down.
- Security Deposit of \$200 is due at time of making reservation and must be paid with a credit card (Visa, MasterCard and Discover accepted). All rental fees are also due at the time of making the reservation. Cash, Check, Visa, MasterCard and Discover are accepted. Third party payments are not accepted.
- Renter is responsible for cleaning and discarding all trash after their event. Renter is expected to bring trash bags & cleaning supplies.
- The use of inflatable “moon walks”, generators, and similar equipment is permitted, but no water moonwalks or slides are allowed. Owner must supply the Parks and Recreation Department with a Certificate of Liability Insurance, listing the City of West University Place as an additional insured for the day of the event. The certificate must be received within 7 days of the event; or moonwalk is not allowed. Full deposit withheld if moonwalk is used without proof of insurance. Proof of insurance with location of event, date and name of renter should be emailed to: reccoordinator@westutx.gov. (See page 5 for detailed information on moonwalk use on page 5 of this packet.)

Disclaimer: Please note that rental fees, policies, rules and regulations are reviewed on an annual basis and are subject to change without notice.

Pavilion Fees and Park Amenities

When reserving the Pavilion, the Pavilion and two (2) picnic tables are the only “items” that the renter is renting and will get exclusive use of, as part of the pavilion rental agreement. Other items listed below (picnic tables, field space, restrooms, etc.) are public aspects of Colonial Park and must be shared with other park users.

Additional items or equipment needs must be approved by the Parks and Recreation Director (or his/her designee) and must be provided by the applicant, at their own expense. The city is in no manner liable or responsible for personal property or rented items.

Security Deposit: \$200

Hourly Rental Fees: \$60 R/\$90 NR (Resident sponsor required for non-resident rentals)

- Items Included with Rental
 - One (1) lighted pavilion and electricity (110 volts –only supports small appliances). Do not plug in inflatable moonwalks.
 - Picnic Pavilion and two (2) picnic tables
- Public Aspects of Colonial Park and Must be Shared
 - Playground equipment
 - Sand volleyball court
 - Open field space
 - Walking trail/sidewalk
 - Outdoor restroom - located adjacent to the tennis courts

Changes, Cancellations & Refunds

All changes or cancellations to a rental agreement are on a first-come, first-served basis when the written request was received and must be received at least 14 business days prior to the scheduled event date. For cancellations, refunds will be issued if proper advanced notice of 14 business day was provided, minus a \$50 administrative fee charge. If a reservation is canceled within 14 business days of the scheduled event, all fees will be retained.

The responsible party must request all changes and/or cancellations in writing by sending an email to reccoordinator@westutx.gov . Please complete either the Reservation Update Form, which can be downloaded at www.westutx.gov/291 or send an email that includes the following information:

- Responsible Party/Rental Customer Name
- Responsible Party/Rental Customer Address
- Receipt number
- Date and time of original rental
- Request type (change, cancelation, refund)
- Request Information:
 - Changes: new requested date/time
 - Cancellations/Refunds: reason for cancelation

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Inclement Weather: Refund requests due to inclement weather will only be considered in extreme conditions, and if the weather occurs during the hours specified on the rental agreement. If inclement weather (i.e., rain, storm, or freeze) prevents use of pavilion, the responsible party may reschedule the event to another date pending availability or request a refund. A request must be submitted in writing, per the above instructions and must be submitted within 72 hours of the original reservation date.

Security Deposit

- The rental fee will be refunded (less an administrative fee of \$50) if the responsible party follows proper cancellation procedures (see cancel section above for detailed info) and cancels the reservation at least 14 days before the event.
- The deposit may be forfeited if the applicant cancels without 14 days (business days) notice, or does not comply with all rules and regulations.
- Deposit refunds for pavilions are based on: A) condition of pavilion following the rental (damage and cleanliness), B) the observance of all rules and regulations, and C) adhering to rental times as listed on the rental agreement/receipt:
 - A) Condition of Pavilion - If any damage, failure to clean, or other violations occur, the rental deposit will be retained. Damages exceeding the rental deposit will be charged to the responsible party. Compensation for damage includes the costs of all labor, materials, and supplies to repair or replace the damage to facility or grounds.
 - B) Following and obeying all rules and regulations – failure to follow any policies stated in this document, will result in loss of deposit funds. These are situational and the exact amount that will be retained or owed will be determined based on the infraction(s) incurred.
 - C) Rental times – the times listed on your rental agreement/receipt are the approved times of use, and include set-up, clean-up and take-down. It is the renter’s responsibility to set up tables, chairs and any other items necessary for the event. Early arrival or late departure will result in loss of deposit fees, based on the hourly rate.
- Responsible party will be held responsible for their guests regarding damage to facility, property and behavior.
- Renter is responsible for complete and thorough clean-up which includes (but is not limited to) disposing of all garbage, removing all decorations, cleaning any picnic tables or other equipment used during rental and otherwise returning the pavilion and grounds to the condition they were in upon arrival. It is the renter’s responsibility to take any and all trash and properly disposed of in proper receptacles located by the tennis courts.
- Pavilion renters are required to provide their own trash bags and cleaning supplies.
- The Parks and Recreation Department reserves the right to increase fees of deposit or deny an application based on the applicant’s past rental history such as, but not limited to, damaging city property, nonpayment and not following City rules and regulations.
- Full deposit withheld if moonwalk is used without proof of insurance. (See detailed moonwalk information on page 5 of this packet).
- Deposit refunds can take up to three weeks for receipt after the completion of the rental, provided all policies and rules were followed.

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Rules and Regulations

Programs conducted by the City will be given priority at all times, and the City reserves the right to change or cancel any reservations that may conflict with a City sponsored event or program.

- All City Ordinances, Federal and State laws, and general park rules apply.
- Alcohol, smoking and gambling are strictly prohibited at Colonial Park Pavilion and all City Parks & Facilities.
- The City reserves the right to shut down an event at any time for violations of the rental agreement/receipt, park rules, or City policies. No refunds will be issued if an event is shut down due to such violations.
- The City reserves the right to require applicants to provide public liability and/or property damage insurance and any other coverage to protect City property.
- The use of motorized vehicles on grassy areas is strictly prohibited. Parking may be limited and is only permitted in designated parking areas/spots only. In addition, all approved vendors, inflatables, caterers, etc. must park on the street and load off manually. Parking spaces can't be blocked off.
- Glass containers are not permitted in any of the facilities, pavilions or parks.
- D.J.'s, bands and loud music are strictly prohibited. (Exception: City Sponsored events).
- The use of trackless trains, rice, confetti, piñatas, birdseed, water related activities and ground stakes to anchor equipment are not permitted at City Parks. No damage to grounds or irrigation permitted.
- For approved inflatables, renter is responsible for confirming with vendor and ensuring that the inflatable is properly and safely secured using sandbags, or similar method to secure their equipment and withstand wind loads in an outdoor setting.
- Petting zoos, pony rides, livestock or any pets/animals are not allowed at City Parks per City Ordinance, Section 14-16.
- Rental use shall be limited to the purpose stated on the rental agreement. West University Place facilities may not be sub-leased, nor assign its reservation to another group or organization. Use of the pavilion or any city property for use of making a profit is strictly prohibited.
- Charging or accepting admission and/or concession fees during a rental/event are strictly prohibited. Fundraising is only permitted for local Non-profit groups; with prior approval from Parks and Recreation Director.
- City property may not be taken outside of, or away from, the facilities where they are located for any reason. Responsible party will be liable for equipment and city property missing as a result of their event.
- The City will not be responsible for any equipment that is not the property of the City, at any time, in any park or facility. This includes lost items, damaged and/or misplaced personal property. Any items found or turned in, may be claimed by the applicants for up to one (1) week after the rental.
- The City does not allow for the storage of any equipment, supplies, food/drink, etc. at any time, at any of the parks or facilities. All items must be removed from the premises at the conclusion of the event, per the end time on the rental agreement/receipt.

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- The City has the right to require a certified peace officer(s) for any and all functions at the renter's expense.
- If staff assistance is necessary during your rental, please call the Parks and Recreation Department at 713-662-7420, or after-hours contact the West University Police on the non-emergency number at 713-668-0330.

Moonwalk Information

Party Moonwalks Texas

Website: www.partymoonwalktx.com

Phone: 832-581-4484

Sky High Party Rentals

Website: www.skyhighpartyrentals.com

Phone: 281-606-5867

Amanzi Party Rentals

Website: www.houston.amanzipartyrentals.com

Phone: 713-496-0562

Affordable Moonwalks

Website: www.ame4fun.com

Phone: 713-896-7242

The City of West University Place does not endorse the above-mentioned companies. These are only listed as a courtesy to advise rentals of local vendors. Please call the City of West University Place Parks & Recreation Department if you have any questions at 713-662-7420.

Guidelines:

- Dry inflatable moonwalks only; no water inflatable moonwalks or slides.
- Must use generator with inflatable moonwalk, popcorn machine and other equipment that requires electricity. Renter is responsible for supplying their own generator.
- The use of and ground stakes to anchor equipment are not permitted at City Parks. No damage to grounds or irrigation permitted.
- For approved inflatables, renter is responsible for confirming with vendor and ensuring that the inflatable is properly and safely secured using sandbags, or similar method to secure their equipment and withstand wind loads in an outdoor setting.
- The owner of the inflatable moonwalk, generator and similar equipment must provide proof of insurance no later than 7 days prior to the event; or moonwalk is not allowed. Full deposit withheld if moonwalk is used without proof of insurance. Insurance Certificate must list the City of West University Place as the Certificate Holder for the day of the event and location:
City of West University Place
3800 University Blvd
West University Place, TX 77005
- Proof of insurance should include location of event, date and name of renter, should be emailed to: reccoordinator@westutx.gov, no later than 7 business days prior to the event.

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