

## BURKE PAVILION RESERVATION AGREEMENT

Lessee Name	Organization Name
Street Address	Type of Function
City, State and Zip	Date and Time of Function
Email Address	Approx. # of people attending _____ Pavilion Fans ON? Yes /No _____
Phone No.	Alt. No.

**Disclosure of intent to have Alcoholic Beverages on premises (initial \_\_\_\_\_)**

I HEREBY ACKNOWLEDGE that I have received a copy of the Rules and Regulations for reservation of the Jack Burke Pavilion and agree to the provisions of same. I agree to be responsible for full compliance with said provisions and further agree that all claims against the City of Roman Forest for damages occasioned in any manner by the Reservation Agreement executed herewith shall be waived and held null and void. In addition, I hereby fully release and discharge the City of Roman Forest and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my guests arising out of, connected with, or in any way associated with activities on city property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use Only**

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Deposit \$125.00 Cash receipt #	Ck#	Credit Card	Recv'ed by	Date
Rental Fee \$125.00 Cash receipt #	Ck#	Credit Card	Recv'ed by	Date
Table/Chair Rental Fee    \$15/set x ____ set(s), Table \$5 ea. x _____, Chair \$2 ea. x _____ Total due: \$ _____				
Cash receipt # _____ Ck# _____ Credit Card _____ Recv'ed by _____ Date _____				
Alcohol Beverages on-site Yes _____ No _____ Contract w/Roman Forest Police verified on _____				
Deposit Refunded				
____ Yes - Amount \$ _____ Approved by: _____ Date: _____ Ck#: _____				
____ No - Reason: _____				



**BURKE PAVILION RENTAL RULES AND REGULATIONS**  
**(1603 ROMAN FOREST BOULEVARD)**

1. Groups, organizations, and individuals using the park pavilion space will comply with all rules and regulations of the reservation agreement and City Ordinance No. 303-17 - Use of Public Parks.
2. All organizations and individuals utilizing the pavilion must have an approved reservation agreement.
3. The permit holder agrees to assume all liability for any damage done to the City of Roman Forest property as a result of the permit holder's event.
4. A deposit fee of \$125.00 is required to rent the pavilion which covers the cost of any repair, removal, replacement, additional janitorial or additional time incurred.
5. A \$125.00 fee for rental of the pavilion is in addition to the \$125.00 deposit fee. The rental fee covers up to 4 hours' use of the pavilion. If you choose to reserve, it for all day up to 8 hours the fee will be \$250.00.
6. Children under 18, youth groups and day care children must be supervised at all times.
7. All garbage must be placed in the provided containers. There is no littering in the park.
8. The hours of the park are from dawn to dusk. Pavilion rental hours are as follows: 10:00am-2:00pm or 3:00pm-7:00pm. All participants of your event must be cleared from the area by park closing.
9. Dogs are allowed inside the park but must be on a leash at all times and accompanied by their owners. The owner of the dog must clean up after their dog and dispose of all waste in the provided containers.
10. Authorized personnel of the City of Roman Forest or local law enforcement may revoke this rental agreement at any time if it is determined that the application contained false information, or if any attendee of the event has not complied with the rules and regulations set forth, or the safety of other visitors or patrons is endangered by the permit holder's event. If the permit is revoked, no fees will be refunded.

**RESERVATION PROCEDURES**

1. The Jack Burke Pavilion will be rented on a first come first serve basis.
2. Rental requests are received in person at 2430 Roman Forest Boulevard during normal business hours.
3. The requested rental time 10:00am-2:00pm or 3:00pm-7:00pm (max of 4 hours) includes set up and clean up time.
4. A deposit of \$125.00 is required at the time of reservation.
5. A Rental fee of \$125.00 shall be paid in full at least five (5) business days prior to the event date. Failure to do so voids the rental agreement.
6. Permit shall be kept on site during event and made available upon request by City Officials.
7. Pavilion rental does not include chairs and/or tables, you may include those at an extra cost on your reservation agreement. \$15 set - 1 table w/6 chairs or individual \$5/table, \$2/chair.
8. Use of overhead fans in the pavilion must be requested at time reservation is being made.
9. Cancellations must be made no later than three (3) business days prior to the event in order to receive a full refund.
10. Expect 5-7 business days for a deposit fee refund to be mailed after inspection of premises.

**PAYMENT OPTIONS**

City accepts Cash, Checks payable to: City of Roman Forest and Credit Cards (convenience fee applies).

**SCHOOL FIELD TRIPS**

New Caney Independent School District -- all day rental: deposit required / rental fee waived



New Caney Independent School District -- 1 - 2-hour rental: no deposit required / no fee required.  
Reservation agreement may be faxed.

## **RESTRICTIONS**

1. Violation of these restrictions may result in the City retaining the entire deposit or a portion thereof. Violation to City Ordinance 303-17 – Use of Public Parks may result in a fine.
2. Damage to, or removal of City property and/or equipment from the facility is prohibited.
3. Trash not placed in proper receptacles.
4. The event and all necessary cleanup concluding at the designated time.
5. Misrepresentation by the LESSEE to the intent, type or nature of activity to be held at the facility.
6. Use of facility exceeded authorized time.
7. Piñatas and/or confetti/Water Balloons.
8. Excessive noise.
9. Barbeque pits/Fryers on pavilion floor.
10. Glass containers.
11. Abandoned Vehicles.
12. Dumping.
13. Unleashed Pets.
14. Vehicles off of pavement.
15. Vehicles on pavilion floor.
16. Sports play in pavilion floor.
17. Four-wheelers, skateboards, roller blades, bicycles on pavilion floor.
18. Camping.
19. Fireworks.
20. Harming or harassing wildlife.
21. Destruction of vegetation.
22. Weapons.
23. Illegal substance abuse or intoxication.
24. Soliciting (except non-profit organizations) as authorized.

For your convenience there are separate restrooms for men and women located on the far end of the pavilion. Use of restroom is only for event reservations. Duplex electrical outlets are located at the rear of the building -- you may need to provide extension cords to utilize them.

## **GARBAGE AND REMOVAL OF COOKING PRODUCTS**

A large dumpster is conveniently located for your use. All trash is to be picked up, bagged, and placed in dumpster. **GARBAGE EXCEEDING THE AVAILABLE DUMPSTER CAPACITY WILL HAVE TO BE REMOVED BY THE LESSEE. FAILURE TO DO SO WILL FORFEIT THE DEPOSIT.**

**\*\*Special Notice: \*\*** Parties serving crawfish, shrimp, fish, and barbecue are required to collect and remove all cooking products/remnants from the city property and NOT placed in dumpster. The dumping of boiled liquids, grease and unwanted foods on city property is prohibited. Failure to remove these products and garbage will forfeit the deposit.

If using park grills, you are responsible for ensuring the fire is extinguished and all ashes removed before leaving. No fires are allowed other than in barbecue pits.



## **PARKING**

Parking is available in designated areas only. Vehicles parked in unauthorized areas are subject to towing at the owner's expense.

## **FUNCTIONS WHERE ALCOHOLIC BEVERAGES WILL BE SERVED:**

The possession of an open container of alcohol is prohibited at the pavilion and the park grounds unless a certified Peace Officer is on site. Security is mandatory for all events if alcohol is served/present. Groups may bring their own alcohol; however, alcohol will not be served or consumed until officers are present. Alcohol will not be served to or consumed by minors. All security used on Premises will be on a contract basis through the Roman Forest Police Department and will be the responsibility of the Lessee. The Police Department will provide two (2) uniformed officers for the lessee who shall be required to pay the officers \$40.00 per hour/per officer for a minimum of four (4) hours on duty. Officers must be on premises prior to alcoholic beverages being served and will remain on duty until all persons have vacated the premises. Reservation agreement will reflect if alcoholic beverages are permitted.

Please refer to our website for more information about City Ordinance 303-17 – Use of Public Parks.  
<http://www.cityofromanforest.org/city-ordinances>

We appreciate your help. We are happy to provide this facility for your entertainment and enjoyment. We hope your visit will be an enjoyable experience. For more information, please call (281) 399-2660 ext. 101 during normal business hours: Mon – Thu 7:30am to 5:30pm. Office is closed on Fridays.

Thank you!