

**CITY OF SEGUIN
PARK/FACILITY RESERVATION APPLICATION**

Park & Facility maps are available online at:

https://www.seguintexas.gov/departments/parks_and_recreation/park_locations.php



**PARKS &
RECREATION**

APPLICANT INFORMATION: Please print legibly, and complete all sections below

Name: _____ Organization Name (if any): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: Day: _____ Evening: _____ Cell: _____

Email: _____

Arrival Time: _____ Departure Time: _____ (Park Hours are Mon.-Th. 6 a.m. – 11 p.m., Fri. – Sun. 6 a.m. – Midnight)

Park Area/Facility Rented: _____ Rental Dates: _____

- If renting 4-plex indicate by circling desired fields:
 - ALL FIELDS _____ or Number of Fields: _____ or Number of Hours: _____
- If renting Smokey Joe indicate desired number of games and game times: _____
- Rental of 4-plex, Smokey Joe, & Volleyball Courts require \$1million liability insurance with the City of Seguin listed as additional certificate holder.

Describe your event in detail, to include purpose and planned activities:

Estimated Attendance: _____

Amusement Ride/Inflatable: **Yes or No** (Permit & Insurance required–vendor information must be provided at time of reservation)

Will Alcohol be consumed: **Yes or No** (Alcohol Permit required for designated areas)

- **Alcohol is not allowed at: Wave Pool, Playscapes, Manuel C. Castilla Park or Park West.**

PARK RENTAL INFORMATION *Park Rental is solely for the picnic area. Amenities located near the facility may be closed due to unforeseen safety concerns or mechanical issues. The person named in this application understands there is NO refund for amenity closures. No food, beverages or other items can be sold without a permit. NO glass containers are allowed in the park. Failure to adhere to the City of Seguin Park rules could result in forfeiture of future park/facility rentals. It will be the responsibility of the applicant that the park/facility rented remain free of damages and excessive litter. Additionally, the applicant will be held responsible for any and all damages to the park/facility and the refusal of dispensing litter in the proper receptacles. No alcohol allowed without a permit.

WAIVER OF LIABILITY

I assume all risks associated with the use of the property identified in the reservation application and/or permit. I DO HEREBY, ON BEHALF OF MYSELF, THE ORGANIZATION, ANY HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS, IN CONSIDERATION OF BEING ALLOWED TO USE THE PROPERTY IDENTIFIED HEREIN, AGREE TO INDEMNIFY THE CITY OF SEGUIN, ITS EMPLOYEES, ELECTED OFFICIALS, APPOINTED OFFICIALS, AND AGENTS FROM ANY AND ALL DAMAGES, LIABILITIES, ACTIONS, CAUSES OF ACTIONS, LOSSES, COSTS, EXPENSES, CLAIMS AND DEMANDS ARISING OUT OF THE USE OF THE PROPERTY SPECIFIED HEREIN INCLUDING, WITHOUT LIMITATION, DEATH, PERSONAL INJURIES OR LOSS OF CONSORTIUM, DAMAGE TO OR LOSS OF USE OF PROPERTY, WHICH MAY BE INCURRED AS A RESULT OF SUCH USE. I agree to abide by all City of Seguin rules and regulations formulated by the Parks and Recreation Department for the use of buildings, property, and facilities and to adhere to all specifications and limits listed. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

Rental fee will be withheld without a 14 day cancellation notice. Total rental must be paid at time of reservation. If inclement weather causes cancellation, the Applicant may **reschedule** for a later available date or request a refund, provided the Parks & Recreation Department is notified within the first three (3) working days of the cancellation.

For Official Use Only:	DEPOSIT PAID: \$ _____	Receipt #: _____	CK#: _____	Cash: _____	CC Auth#: _____
	FEES PAID: \$ _____	Receipt#: _____	CK#: _____	Cash: _____	CC Auth#: _____
	REFUND AMOUNT (IF ANY): \$ _____	DATE CHECK REQ. ISSUED: _____			
	REASON FOR REFUND: _____	REFUND APPROVED BY: _____			
	INCLEMENT WEATHER RESCHEDULE DATE (IF ANY): _____				

Parks & Recreation Department Approval Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

Location:	Rental Fee:	Total:
Patricia K. Irvine-King Pavilion Each Additional Hour	5 hour rental - \$250 \$50 per hour additional	_____ _____
Pecan Bottom Deposit *This rental includes the use of the Patricia K. Irvine-King Pavilion	All Day Rental- \$350 \$500	_____ _____
Starcke Bowl Each Additional Hour	5 hour rental - \$150 \$30 per hour additional	_____ _____
Large Pavilion (L1-L5) Each Additional Hour	5 hour rental - \$150 \$30 per hour additional	_____ _____
Medium Covered Pavilion (M1-M5) Each Additional Hour	5 hour rental - \$75 \$15 per hour additional	_____ _____
Small Covered Pavilion (P1-P25) Each Additional Hour	4 hour rental - \$30 \$6 per hour additional	_____ _____
Triangle Each Additional Hour ½ Triangle Each Additional Hour	5 hour rental - \$100 \$20 per hour additional 5 hour rental - \$50 \$10 per hour additional	_____ _____ _____ _____
Amphitheater	Per day/event - \$75	_____
Park West Multi Use Fields Deposit	\$100 per field/day \$350 all fields/day/event \$500	_____ _____ _____
4-Plex Softball Complex (4 fields) Each Field (daily) Each Field (hourly) Deposit *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.	\$350 per day \$100 per day \$20 per hour \$500	_____ _____ _____ _____
Smokey Joe Williams Field Deposit *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.	\$150 per game \$250	_____ _____
Little League Fields Deposit *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.	\$100 per field/day \$20 per hour/field \$500	_____ _____ _____
Complex (18 courts) *Tournaments and Games Require Insurance naming the City as additional holder for \$1 million dollar liability on file.	\$250 per day/event	_____
Seguin Wave Pool Each Additional Hour Reservation Deposit	3 hour rental - \$475 \$150 per hour additional \$100 (will be applied toward balance due)	_____ _____ _____

Additional Information:

Special Event Permit (races, walks, parades, assemblies, etc. on public roads) *Events Require Insurance naming the City as additional holder for \$1 million dollar liability on file.	\$50 per day/event	_____
Alcohol Permit Sale of Goods Permit Amusement Permit (bounce house, petting zoo, climbing wall, trackless trains, etc.) *Amusements Require Insurance naming the City as additional holder for \$1 million dollar liability on file.	\$20 per event/day \$30 per day/event \$20 per day/event	_____ _____ _____