

APPLICATION FOR USE OF CITY FACILITIES

Please Print

Organization: _____ Resident or Responsible Party: _____

Mailing Address: _____

Day Time Phone: _____ E-mail Address: _____ Fax : _____

Name of Rental Building, picnic unit, gazebo, or pavilion

Specific Purpose of Use/Description of Activity

Date(s) Requested: _____ Start/End Time of Use: _____

Estimated Number of Participants: Adults _____ Minors _____ Total _____

Open to the Public: Yes No Will alcohol be sold or given away? Yes No

Name and Address of Person Responsible For Reserving Facility

Day Phone: _____ Cell Phone: _____ E-Mail Address: _____

Signature of Applicant

Date

Remarks and Recommendation of Police Chief

Remarks and Recommendation of Parks Superintendent

Remarks and Recommendation of City Manager

Approved _____ Disapproved _____

Signature of Authorized Personnel

Date

*** If you rearrange the furniture, please return the furniture to its original place.
If any questions please feel free to contact David Danish, Parks Superintendent at 361/275-6282.
If no answer please leave a message.
Thank you for your cooperation.

CUERO CLUBHOUSE RENTAL AGREEMENT
CONTRACT

Between the CITY OF CUERO and _____ for the
Rental of the Municipal Park Clubhouse on _____ (Date
of Function).

_____ will be responsible for obtaining the key for use on this date.
Although key must sometimes be picked up a day or two in advance, facility cannot be
entered more than 30 minutes in advance of beginning time listed below on contract for
decorating, set up, or any other purpose whatsoever. For example, if starting time is 5:00
p.m. renter cannot enter until 4:30 p.m. If more than 30 minutes is desired, starting time
must be altered to reflect additional hour(s) or portion thereof. **STARTING AND
ENDING TIMES MUST BE CORRECTLY STATED ON INITIAL "RENTAL
AGREEMENT CONTRACT" AS CHANGES OFTEN CANNOT BE DONE
LATER, SINCE THE CITY FACILITIES ARE SUBJECT TO MORE THAN ONE
RENTAL PER DAY OR NIGHT.**

The renting party will be responsible for returning the building in which it was
found.

The CITY OF CUERO will not be responsible for items lost or stolen or any
accident or injury occurring during the function.

The total charge for _____ hours is \$ _____, with starting time being _____ and
ending time being _____. There will be an additional fee for time over and above stated
hours, provided facility is available and with prior approval of Park Superintendent. If
additional time is granted, there will be an additional fee for the extra hour(s) or portion
thereof. Any time over 30 minutes will be considered another full hour.

THERE WILL BE NO REFUND FOR USAGE FOR LESS THEN RESRVED TIME.

Club House Fees:

Building fee: \$50.00
after 8:00 p.m.

Per hour charge: \$15.00 before 8:00 p.m. \$20.00

Key fee: \$5.00 (will be refunded when key is returned)

Clean Up Fee: \$50.00 \$75.00 Damage Deposit (refunded upon approval of Park
Superintendent)

TOTAL AMOUNT DUE \$ _____ DEPOSIT (50% of Total) \$ _____

RECEIPT# _____ DATE: _____ BALANCE DUE.....\$ _____

Balance will be due in full before date of function. DEPOSIT IS NON
REFUNDABLE IF CANCELLED.

I AGREE TO ALL OF THE ABOVE:

Renting Party

Address

Phone Number

CITY OF CUERO BY: _____

RULES AND REGULATION GOVERNING THE RENTAL AND USE OF THE CUERO MUNICIPAL PARK CLUBHOUSE

1. All reservations for use of the Clubhouse shall be made at the Cuero Municipal Pro Shop, Leonard Roy Harmon Drive, or by calling 361-275-3233.
2. The building fee for the Clubhouse is \$50.00. Cleanup fee is \$50.00 . Before 8:00 p.m. rental is \$15.00 per hour and after 8:00 p.m. rental is \$20.00 per hour.
3. In addition to rental, there is a key fee of \$5.00 (refunded when the key is return). Although the key must sometimes be picked up a day or two in advance, the facility can not be entered more than thirty minutes in advance of the beginning time listed on contract for decorating, set up, or any other purpose whatsoever.
4. In addition to rental, there is a \$75.00 damage deposit fee. The damage deposit must be paid at the time when the key is to be picked up. The deposit will be refunded upon approval of Parks Superintendent if no damage has occurred.
5. Use of the facility shall not extend beyond 1:00 a.m.
6. Starting and ending times must be correctly stated on initial, " Rental Agreement Contract". Changes often cannot be done later, since the city facilities are subject to more than one rental day or night.
7. There will be an additional fee for time over and above stated hours, provided facility is available and with prior approval of Park Superintendent. If additional time is granted, there will be an additional fee for the extra hours or portions thereof. Any time over 30 minutes will be considered another full hour. There will be no refund for usage of less than reserved time. If renter is seen in facility earlier then the time stated on the contract, renter will be responsible for paying the difference. The renter may be asked at that time to pay the difference on the time stated on the contract.
8. Reservations can be made one year to the day in advance only. When reserving facility, renter must make a deposit of 50% and the ending balance upon the day renter receives the key. The deposit is non refundable if cancelled.
9. No ALCOHOLIC BEVERAGES may be sold on the premises.
10. Chairs, tables, other furniture, and equipment, may not be moved from the building, nor may they be loaned or rented for use off the premises in which located.
11. No nails, tacks, or staples shall be allowed in the walls or ceilings. Ceiling decorations may be suspended from the metal ceiling supports so long as such decorations do not bend or impose undue strain on the metal supports. No stickers, tape, or paints of any kind shall be permitted on the floor and walls. No furniture, fixtures, or equipment moved into premises without the approval of the Parks Superintendent.
12. Police protection by at least one (1) off-duty policeman shall be required for all functions after 8:00 p.m. which are open to the general public. City shall have the right to require such additional security in attendance as the Police Chief may deem necessary. It shall be the responsibility of the lessee to request the assignment of such off-duty officers by request to the Police Chief at least 14 days before the scheduled event. Rate of pay for such officer or officers shall be set by the Chief of Police, subject to approval of the City Manager, and the lessee shall be responsible for the

payment of such fees. City may require such police protection 30 minutes immediately before and after such function. Police protection shall not be required for private functions where admission is by invitation only.

13. Each person reserving one of the facilities shall be required to enter into a written contract setting out the material terms of the rental agreement.
14. City reserves the right to cancel any reservation if any false information has been given in the application or contract or if the city determines that the scheduled function would be detrimental to the operation of the Municipal Park complex.
15. City shall not be liable for property loss or personal injury sustained by any lessee or lessee's agents, guest's or invitees as a result of the use of such City facility.
16. The renting party will be responsible for returning the building in the condition which it was found. (Tables and chairs must be put back in the manner in which it was found, if not the damage deposit will be kept to cover cost of extra cleaning time to put back tables and chairs).
17. No one person or organization may reserve the building on more than six(6) Fridays and/or Saturdays in any twelve(12) consecutive calendar months.
18. If an unseen circumstance were to occur, renter would only get 50% of total rental fee back. Renter must call when incident occurs, for us to verify what happened. The number to call is 275-1422. For example, power outage, plumbing problems, and etc.
19. Contract must be completely filled out with all information.

I acknowledge and agree to follow the Rules and Regulations governing the rental use of the Cuero Municipal Park Clubhouse, to include the fees to be collected.

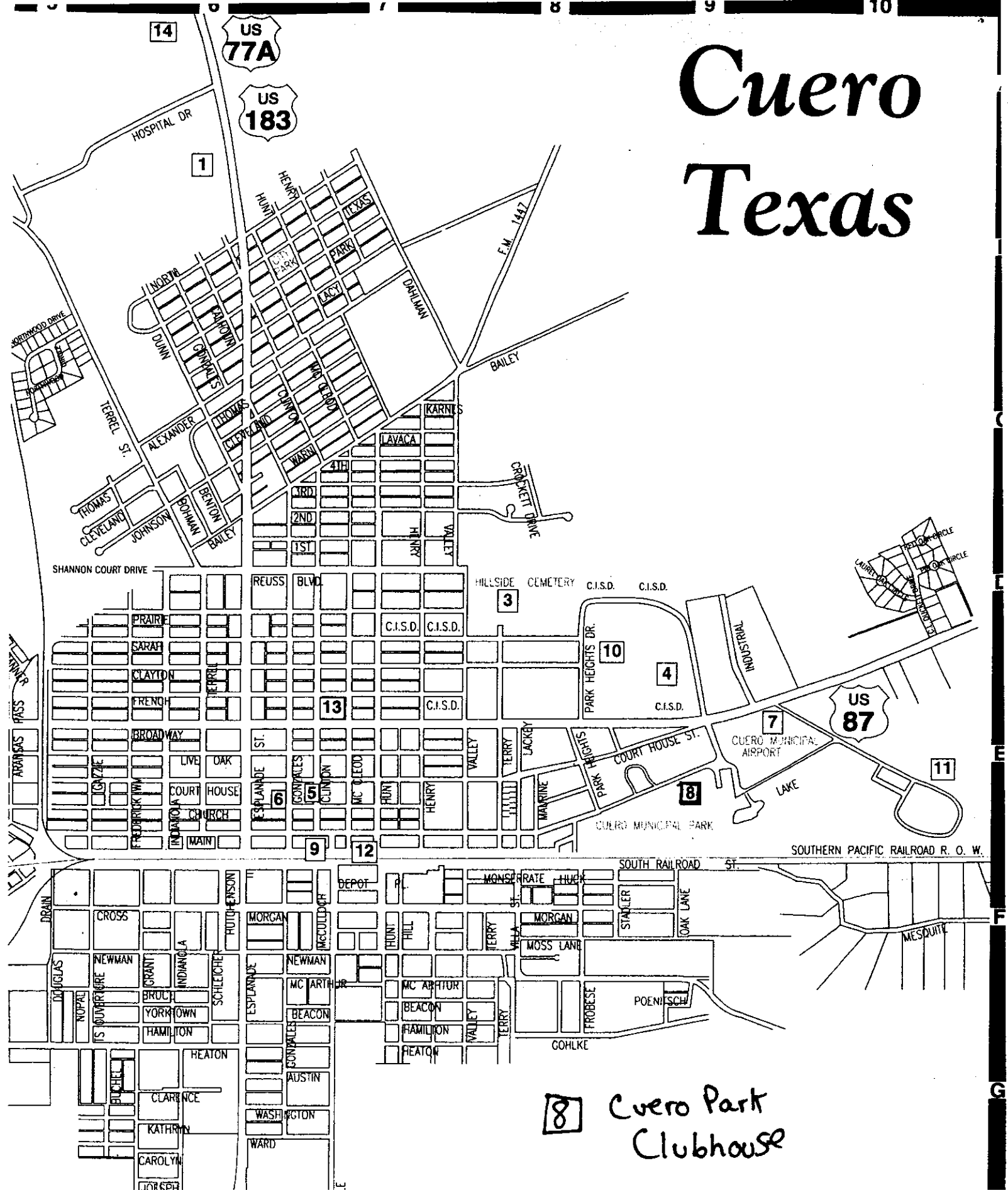
Renting Party

City of Cuero

By: _____

RENTAL AGREEMENT CONTRACT CUERO
MUNICIPAL PARK CLUBHOUSE

Cuero Texas



8 Cuero Park Clubhouse