

**NAVASOTA PARKS & RECREATION DEPARTMENT  
FACILITY RENTAL AGREEMENT**

Renting Party/Organization \_\_\_\_\_ Application Date \_\_\_\_\_  
Type of Event \_\_\_\_\_ Alcohol \_\_\_\_\_ Yes \_\_\_\_\_ No  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Number in Attendance \_\_\_\_\_

**NAVASOTA CENTER**

Bluebonnet Hall	<input type="checkbox"/> ½ day (4 hrs) \$200.00	<input type="checkbox"/> Day (9 hrs) \$400.00	<input type="checkbox"/> Deposit \$150.00
LaSalle Room	<input type="checkbox"/> ½ day (4 hrs) \$100.00	<input type="checkbox"/> Day (9 hrs) \$200.00	<input type="checkbox"/> Deposit \$100.00
Community Rooms			
<input type="checkbox"/> Meeting Room A	<input type="checkbox"/> 1½ day (4 hrs) \$75.00	<input type="checkbox"/> Day (9 hrs) \$150.00	<input type="checkbox"/> Deposit \$50.00
<input type="checkbox"/> Meeting Room C			
Meeting Rooms	<input type="checkbox"/> ½ day (4 hrs) \$ 35.00	<input type="checkbox"/> Day (9 hrs) \$ 65.00	<input type="checkbox"/> Deposit \$ 20.00
<input type="checkbox"/> Meeting Room 3			
<input type="checkbox"/> Meeting Room 4			
<input type="checkbox"/> Meeting Room B			

**MUNICIPAL POOL**

<input type="checkbox"/> 100 or fewer guests (2 hrs) \$150.00	<input type="checkbox"/> _____ Additional hour(s) @ \$75.00/hr. = \$ _____
<input type="checkbox"/> 101-200 guests (2 hrs) \$300.00	<input type="checkbox"/> _____ Additional hour(s) @ \$75.00/hr. = \$ _____

**PAVILIONS**

<input type="checkbox"/> August Horst Pavilion	<input type="checkbox"/> ½ day (4 hrs) \$ 75.00	<input type="checkbox"/> Day (9 hrs) \$150.00	<input type="checkbox"/> Deposit \$150.00
<input type="checkbox"/> R. V. Park Pavilion	<input type="checkbox"/> ½ day (4 hrs) \$ 50.00	<input type="checkbox"/> Day (9 hrs) \$ 75.00	<input type="checkbox"/> Deposit \$ 50.00

**CITY PARKS**

<input type="checkbox"/> Ketchum Park	<input type="checkbox"/> ½ day (4 hrs) \$ 25.00	<input type="checkbox"/> Day (9 hrs) \$ 50.00	<input type="checkbox"/> None
<input type="checkbox"/> Brule Park	<input type="checkbox"/> ½ day (4 hrs) \$ 25.00	<input type="checkbox"/> Day (9 hrs) \$ 50.00	<input type="checkbox"/> None

**ATHLETIC FIELDS**

<input type="checkbox"/> Softball Fields	<input type="checkbox"/> One field (2 hrs) \$10.00	<input type="checkbox"/> All fields (9 hrs) \$ 80.00	<input type="checkbox"/> Deposit \$ 50.00
<input type="checkbox"/> Soccer Fields	<input type="checkbox"/> One field (2 hrs) \$10.00	<input type="checkbox"/> All fields (9 hrs) \$160.00	<input type="checkbox"/> Deposit \$ 50.00
<input type="checkbox"/> Concessions	<input type="checkbox"/> \$40.00/day	<input type="checkbox"/> Lights _____ hr. (s) @ \$7.00/hr. = \$ _____	

**AUGUST HORST PARK GROUNDS**

<input type="checkbox"/> August Horst Park	<input type="checkbox"/> \$2000.00	<input type="checkbox"/> \$500.00
<input type="checkbox"/> August Horst Park (excluding Pro-Shop)	<input type="checkbox"/> \$1500.00	

**FEES**

Rental Fee (s)	\$ _____
Deposit (s)	\$ _____
Other	\$ _____
Total	\$ _____

I accept full responsibility for the above group while at the requested City of Navasota facility and agree to the charges stated above. I agree, individually and as agent for the Renting Party to, **INDEMNIFY AND HOLD THE CITY HARMLESS** from any and all damages to City property and injuries to persons attending the event to be held at requested facility on the date(s) of rental. I agree to comply with the Navasota Parks and Recreation Department Rental Policy and agree that I will ensure compliance with all rules, regulations or ordinances applicable to the use of the City of Navasota's parks and facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Amount _____	Date _____	Receipt# _____
Deposit Amount Refunded _____	Department Approval _____	Date _____

Navasota Parks and Recreation Department  
The Navasota Center  
101 Stadium Drive/PO Box 910  
Navasota, Texas 77868  
936.825.2241 ph  
936-825-3164 fx  
parks@navasotatx.gov



Navasota Center Office Hours  
Monday-Friday 8:00AM-5:00PM

Facility Rental Hours  
6:00AM - 10:00PM Sunday through Thursday  
6:00AM - 12:00PM Friday and Saturday

#### Reservation Regulations

1. Reservations may be made at PARD offices during office hours.
2. Reservations will be taken on a first come, first served basis no less than two weeks in advance of event date. *Any reservation request made less than two weeks in advance of the event date, may be subject to staff availability AND rental reservation must be paid by cash or money order.*
3. No Reservation is confirmed unless the Renting Party signs a Rental Agreement and all fees are paid.
4. Reservations may be made up to 12 months in advance for any park facilities.
5. Rental time blocks will include all necessary preparation for and breakdown of the function, including set-up and clean-up, whether by the Renting Party or by caterer, florist, etc.
6. Failure to vacate a facility on a timely basis may result in a Holdover Fee being charged to the Renting Party.
7. Consideration must be given to others who may rent the same portion of a facility for a time block immediately following the Renting Party's time block.
8. The City reserves the right to cancel any Reservation in the event of unforeseen circumstances and in the public interest. In such an event, notice of cancellation will be given as early as practicable and the deposit and all fees will be promptly refunded.

#### Fees and Deposits

1. All fees and deposits are required on all rentals to be paid upon the execution of the Rental Agreement.
2. Deposits shall be applied towards the cost to repair any damages occurring during the rental period to a Rental Facility and City property included in the Rental Agreement, as well as the cost to remove refuse and litter from the facilities and grounds should the Renting Party fail to do so.
3. A \$50.00 per day storage fee will be assessed to the Renting Party for materials and equipment belonging to the Renting Party or its licensees or invitees remaining at a Rental Facility after the end of the Rental Period.
4. Any damage to the Rental Facility in excess of the Deposit is the personal responsibility of the Renting Party and will be charged directly to the Renting Party and may be deducted from the Deposit.
5. Rental Fees are subject to change without notice.
6. If notice of cancellation in writing is received more than fourteen (14) days prior to the Rental Date, all Rental Fees and Deposits will be refunded to the Renting Party within 10 to 12 business days. Cancellations occurring less than fourteen days from the Rental Date may result in forfeiture of all fees and deposits paid.
7. The Deposit will be refunded to the Renting Party within 10 to 12 business days after the termination of the Rental Period, less any cost of repair, clean-up, or hold-over fee.
8. A Holdover Fee equal to the Deposit shall be due from the Renting Party for any portion of an hour held over by the Renting Party beyond the Rental Period.
9. An additional fee will be charged for a Security Officer from the Navasota Police Department.

#### Usage Policy-General

1. The name, logo, and seal of the City of Navasota, or any portion thereof, may not be used in any manner by an organization or individual on invitations, notices, etc. without written permission from the City.
2. Use of rice, birdseed, glitter, confetti, silly string, and the like at weddings or other events is strictly prohibited, either inside or outside of a facility or its grounds. Soap bubbles and flower petals are allowed.

3. Fire codes, as imposed by the City of Navasota, must be met at all times.
4. Decorations or promotional materials (circulars, flags, posters, etc.) must be approved in advance by the Parks and Recreation Department Office. The Parks and Recreation Department Office must approve, in advance, how material will be attached and placed. Decorations may not be tacked, pinned, taped or otherwise affixed to or placed on facility walls, ceilings, windows, furniture, or other property of the City.
5. No animals will be allowed inside a facility, except those used to assist individuals with disabilities.
6. The individual making all preliminary arrangements and signing the rental agreement must be present during all phases of the function including setup, during the function, and breakdown of the event. This individual is responsible for ensuring that guests remain primarily in the space which has been rented for the event.
7. Functions that include the serving of alcoholic beverages shall be conducted under the laws of the State of Texas and regulations of the Texas Alcoholic Beverage Commission. If alcohol is to be provided, whether by purchase or distribution at an event, the Parks and Recreation Department requires the presence of a Security Officer. A security officer will be scheduled by the Parks and Recreation Department staff at a rate of \$20.00/hour. The selling of alcohol is prohibited at all City rental facilities. The Renting Party will be held liable and is responsible for the actions of an intoxicated guest, and the Renting Party shall indemnify and hold the City of Navasota harmless from any and all claims or causes of action resulting from the use of intoxicating beverages at any function.
8. *No glass containers are allowed.*
9. Forfeiture of deposit and loss of privileges to use a facility may result if any usage regulation or policy is violated.
10. Use of amplified sound equipment will require a Sound Amplification Permit to be obtained from the Parks and Recreation Department office.
11. All arrangements for the Rental Party's event, including, but not limited to DJ's, bands, sound systems, ice machines, margarita machines, tents, electrical catering equipment, and deliveries by agents must be approved by the Parks and Recreation Department office in advance of the date of the rental. Failure to do so may result in loss of the Reservation and the Deposit.

#### Usage Policy-Navasota Center

1. Smoking is prohibited in the Navasota Center and on the adjacent grounds.
2. Supervision of the grounds is under the direction of the Navasota Center office. A Center representative is required at all times and will be present during Regular Hours and Reserved Usage.
3. Use of the Center equipment or furniture must be arranged in advance with the Navasota Center office as part of the rental agreement. The Center does not provide furniture (chairs, tables, etc.) for outside rentals. The Navasota Center office must approve in advance the use and storage of outside furniture or tents rented from a third party.
4. No Navasota Center fixtures, furniture, equipment or other property may be moved, relocated, or rearranged without prior approval by the Navasota Center office.
5. Vehicle and building entrances and exits must remain clear and accessible at all times. Vehicles may only park on the Center's east building access ramp for a maximum of 20 minutes for unloading and loading.
6. Guests are not allowed to loiter in outdoor spaces of the center or in common areas shared by other guests at the center.
7. Functions such as parties and dances for children, require the presence of a Security Officer. A security officer will be scheduled by the Navasota Center staff at a rate of \$20.00/hour.
8. Functions taking place on Friday and Saturday evenings and have a scheduled start time after 5:00 pm, require the presence of a Security Officer. A Security officer will be scheduled by the Navasota Center staff at a rate of \$20.00/hour.
9. Alcohol use is limited to the Bluebonnet Hall and Kitchen areas.