

Doubletree Ranch Park Facility Rental Application

Today's Date: _____ Event/Rental Date: _____

Applicant Name: _____ Date of Birth: _____

Organization Name (if applicable): _____

Phone No.: _____ Other: _____ Emergency: _____

Address: _____ City/State: _____ Zip: _____

Email Address: _____

Requested Doubletree Ranch Park Facility / Facilities (check all that apply):

Open Air Pavilion _____
Barn Party Room, Room 102 _____
Barn Open Area, Room 101 _____

Type of Function: _____

Requested Rental Time: _____ to _____ **include setup, decorating, breakdown and clean up.**

Weekend Events: The Keys to the Barn Facility must be picked up at the Robert and Lee DuVall Center, 948B Highland Village Road, the Friday before your event no later than 3 p.m. (Lessee Initial if applicable)

Events occurring Monday thru Friday – keys may be picked up from 8 a.m. until 5 p.m. that day. (Lessee Initial if applicable)

Briefly describe your event. Include the purpose of the event and planned activities:

Expected Attendance: Adults _____ Children (under age 18) _____ Total _____

Other:

Do you plan to apply for an alcohol permit? _____ No _____ Yes, if yes see below:

NOTE: The consumption of alcoholic beverages at any function will require the approval of the Highland Village Chief of Police as outlined in the City of Highland Village Code of Ordinances, Article II, Licenses and Permits, Section 10; 21 – 24. Application for Alcohol Permit may be processed at the Parks and Recreation Administrative office. A non-refundable administrative processing fee of \$50.00 will be charged for all Alcohol Permits.

Lessee Initial: _____ Staff Initial: _____

City of Highland Village

Rental Policies, Procedures & Agreement

PURPOSE

The purpose of this policy is to establish guidelines for public use of the Doubletree Ranch Park rental facilities.

RESERVATIONS:

Confirmed reservations may be made by execution of this Doubletree Ranch Park Rental Agreement. This Rental Agreement must be executed and all fees, including associated deposits (Attachment A), are due at the time of reservation.

Reservations will be made on a first-come first-serve basis. Reservations may be made up to twelve (12) months in advance of reservation date, and one business day in advance of the date of requested rental. The reserving party (the lessee) must be present for the duration of the event. The lessee also assumes full responsibility for the conduct of their invited guests and for any damages or disrepair to the facility. The lessee must be at least eighteen (18) years old.

No subletting of pavilion, Barn rental room(s), (the facility) is permitted.

The City reserves the right to deny use of or cancel use of facility with just cause.

DAMAGE/CLEANING/KEY DEPOSIT

The damage deposit will be assessed in accordance with the approved rental rate structure. The deposit will be refunded within three business weeks of event less cost for damage repair, replacement or clean up expenses. The lessee will be held liable for actual damages and billed for excessive damages above the deposit amount.

CANCELLATIONS

In order to receive a full refund of deposit(s), notification of cancellation must be in writing and received no later than thirty (30) days prior to the event date. Notification of cancellation received after this deadline will result in a forfeiture of the entire deposit. The lessee will forfeit their rental fee(s) and deposit(s) if cancellation is received less than 72 hours before the time of occupancy.

Lessee Initial: _____ Staff Initial: _____

7/31/2018

GENERAL RULES

1. The use of all tobacco products is prohibited. Equipment that produces special effects such as a smoke machine, fog machine, and bubble machines are prohibited.
2. The consumption of alcoholic beverages at any function will require the approval of the Highland Village Chief of Police as outlined in the City of Highland Village Code of Ordinances, Article II, Licenses and Permits, Section 10; 21 – 24. Application for Alcohol Permit may be processed at the Parks and Recreation Administrative office. A non-refundable administrative processing fee of \$50.00 will be charged for all Alcohol Permits.
3. Neither the corridors, passageways, nor exits shall be obstructed by lessee, nor shall they be used for any purpose other than ingress or egress.
4. Lessee shall not admit to the premises a larger number of persons than the established occupancy rates.
5. Youth functions require two adult chaperons 21 years of age or over for rentals of 1 – 50 youth. One additional adult chaperon 21 years or older is required for every 25 additional youth. Chaperons shall be present when the event starts and shall not leave during or before the event is completed and all youth have been picked up.
6. Set up time and clean up times are included in the rental period.
7. No cooking is allowed in the facility. Catering is allowed with self-contained warming units. Chafing fuel allowed when utilizing chafing dishes.
8. The lessee is responsible for their own safety and the safety of those associated with their event during the installation, display, and removal of all decorations. Free standing and table decorations are allowed. The use of duct tape, tacks, pushpins, nails, staples or damaging fixtures may not be used on the walls, ceilings, or floors. Candles are not allowed. No other types of open flames are allowed. Battery operated lighting is acceptable. Other Prohibited items are as follows: helium balloons, straw, hay, rice, glitter, confetti and fireworks. The throwing of sterilized birdseed and the use of bubbles is restricted to the outside areas only.
9. Lessee will not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description, outside of the building, except as authorized by the Director of Parks and Recreation. Lessee agrees to immediately remove all signs, advertisements, show bills, or other materials which are objected to by the Director of Parks and Recreation or his or her representative.
10. Set up and arrangement of tables and chairs in the Barn facility or pavilion is the responsibility of the lessee. All City owned furnishings utilized in the Barn facility (chairs, chair carts and tables) may only be only be used in the Barn facility, rooms 101 and 102 and must be returned to the storage area in good clean condition and storage doors locked upon conclusion of rental.

Lessee Initial: _____ Staff Initial: _____

Any picnic tables moved at the pavilion must be re-located to their original location. Lessee is allowed to rent other/additional tables, chairs, decoration pieces, etc. at Lessee expense without prior approval of City staff. Equipment, supplies, or personal effects may not be stored or left in/at the facility after rental.

11. All users shall return the facilities in the same conditions as when received. Lessee is responsible for cleanup of all areas/rooms in the facility that were utilized during their rental. All trash shall be removed immediately after the event to the outside dumpsters. All surfaces should be clean: floors, tables, chairs, and walls. Parking lot areas should not show evidence of event. Brooms and mops will be provided for sweeping and mopping. Lessee is responsible for bringing in their own cleaning supplies. Trash bags will be provided.
12. Special request must be submitted in writing to the Director of Parks and Recreation who has the authority to make exceptions for special circumstances and or requests.
13. **Animals.** No animals will be brought into the Barn facility, other than as required by handicapped persons or for an event designated as an animal show, dog obedience classes etc. without written permission from the Parks and Recreation Director.
14. Security may be required for certain events as determined by the Director of Parks and Recreation in consultation with the Highland Village Police Department. The lessee is responsible for paying the peace officer in advance of rental as part of overall rental fee expenses. Rate of pay is \$40/hour. City Parks and Recreation Department staff, peace officers, and other designated representatives, shall have the right at any time to enter any portion of the premises for any purpose whatsoever, and the entire building, including the premises covered by this agreement.
15. Lessee agrees to and shall indemnify and hold harmless the City of Highland Village, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the use of the premises by lessee, its agents, representatives, assigns, invitees, and participants under this agreement. Such indemnity shall apply where the claim, loses, damages, causes of action, suits or liability arise in whole or in part from the negligence of the City of Highland Village.
16. Lessee agrees to comply with all laws of the United Sates, the State of Texas, all ordinances of the City of Highland Village, Texas and all rules and regulations adopted by the City Council of the City of Highland Village, Texas, governing the use of the facility.

Lessee Initial: _____ Staff Initial: _____

7/31/2018

As the Lessee, I (please print your name) _____ agree, to the rules and terms of use as stated in this lease agreement. I understand, and agree, that failure to do so may result in additional cost and forfeiture of all or a portion of my deposit.

Lessee Signature _____ Date _____

City of Highland Village Staff: _____ Date _____

OFFICIAL USE ONLY:

Rental Fee Paid \$ _____ Permit No. _____ Check No. _____ Paid by Cash _____ Paid by Credit _____

Deposit Fee Paid \$ _____ Deposit Fee Refunded: Amount \$ _____ By: _____

Refund Requested: Date: _____ By: _____ Amount: \$ _____

_____ Refund Amount Withheld: _____ Comments: _____

_____ Approved: _____ Denied: _____ Date Processed: _____

_____ Staff Initial: __ Comment: _____

Rental Rates, Occupancy Rates, Parking Availability

Rental Rates:

Pavilion

Full Day Rental	\$200.00 Resident	\$400.00 Non-Resident
Half Day Rental (5 hours)**	\$100.00 Resident	\$200.00 Non-Resident
Cleaning/Damage Deposit	\$250.00	

**Half Day Rentals Available: 6:00 am - 1:30 pm or 2:30 pm - 10:00 pm

Barn Building Party Room 102 & Open Area Room 101

Residents \$30.00 Per Hour/ Per Room

\$250.00 per room Refundable Damage/Cleaning/Key Deposit

Non-Residents \$60.00 Per Hour/ Per Room

\$250.00 per room Refundable Damage/Cleaning/Key Deposit

Occupancy Rates:

Party Room/Room 102	With tables/chairs	32
	Without tables/chairs	82
Open Area/Room 101	With tables/chairs	64
	Without tables/chairs	172

Rentals Available from 6 a.m. – 11 p.m.

Facility/Room Size:

BARN - Party Room 102	30'3" x 22'.9"
BARN - Open Area 101	53'7" x 26'9"
Open Air Pavilion	119' x 111'

Tables and Chairs Available with Rentals:

Room 102 – Party Room	4	60” Round Tables	Color: White Granite
	32	Folding Chairs	Color: White Granite
	2	6’ x 4’ Tables	Color: White Granite
Room 101 – Open Area	8	60” Round Tables	Color: White Granite
	64	Folding Chairs	Color: White Granite
	4	6’ x 4’ Tables	Color: White Granite
Open Air Pavilion	6	Moveable stainless steel 5 seat pedestal picnic tables	
	6	Pedestal picnic tables with bench seating for 8, fixed in place/non moveable	
	4	6’ long benches in and around pavilion, fixed in place/non moveable	

Parking Availability at Doubletree Ranch Park:

There are two lots located at Doubletree Ranch Park.

The lot closest to the open air pavilion, Barn/concession building, and splash pad area has 117 parking spaces (includes ADA compliant parking spaces).

The lot closest to the soccer/athletic fields has 155 parking spaces (includes ADA compliant parking spaces).

Facility Features:

Room 102 – Party Room Central heating and air conditioning.

Room 101 – Open Area Two extra-large ceiling fans and radiator
style heating.

Open Air Pavilion Two extra-large ceiling fans.