



City of Orchard
P.O. Box 59
Orchard, TX 77464
Email: secretary@cityoforchardtx.gov
Ph: 979-478-6893

Orchard Park & Pavilion Rental Permit

The following rules and regulations are set forth for the safety and well-being of the Orchard Park & Pavilions.

1. The pavilion & park may be reserved through the city office, Monday through Friday, during business hours. (8AM to 2PM) For more information please call 979-478-6893.
2. Individuals must be residents of the City of Orchard and show proof of residency when making reservations. Any other exceptions must be approved by the City Council.
3. A deposit of \$50.00, plus a non-refundable rental fee of \$50.00 for park/pavilion area (a non-refundable rental fee of \$75.00 for park/pavilion and having a bounce house). The deposit will be returned (via mailed check) when the keys are returned to the office and after the location has been assessed for cleanliness/damages.
4. If an individual/group/organization is planning an event with more than 25 attendees, this must be approved by Orchard City Council.
5. Reservations will be accepted from adults only, 18 years and older.
6. The reservation fee is for a maximum four-hour time block. City Staff will open the restrooms/concession stand at set-up start time and will be back to lock up at the end of event time or 5pm (whichever comes first). The hours of the park & pavilion are from 10AM to 5PM.

7. The Permit holder agrees to assume all liability for damages that may occur during their rental period. The permit holder must have a copy of the permit with them during the event in case of proof of rental is required.
8. Individuals, churches, businesses, and community organizations must be based within Orchard city limits any other exceptions must be approved by the city council.
9. Tobacco use is prohibited in the park & pavilion area.
10. Dogs are allowed in the park but not in the pavilion area. Dogs must be on a leash at all times & accompanied by their owner. The owner of the dog will be expected to clean up after their dog & dispose of all waste.
11. The pavilion area does not include the use of the stage & must not be used without the Councils permission. The pavilion restrooms and kitchen will not be open for use. The concession stand restrooms and kitchen area will be available for use. *Opened by staff upon request.* Chairs and tables are not provided, must bring your own if needed.
12. Full deposit is required in order to hold the reservation. Rental fees must be paid in full no less than forty-eight hours (48 hours) prior to reservation date. The City of Orchard Non-profit organizations are exempt from the rental charges, but a deposit is required. Non-profit organizations may be required to document tax-exempt status.
13. All garbage shall be deposited in proper receptacles before you leave in order to keep facility clean and neat.
14. If canceling a reservation, the individual whose signature appears on the reservation application must notify the City of Orchard at least twenty-four hours (24 hrs) in advance for a full refund.
15. The City of Orchard reserves the right to refuse or cancel any reservation at any time.

16. The use of loudspeakers, amplifiers, or microphones is prohibited except with the prior written approval of the City Council.
17. Excessive noise or complaints from residents adjacent to the park may result in loss of deposit and forfeit the opportunity to reserve the facility in the future.
18. Alcoholic beverages in any form are prohibited in the pavilion & park facility unless otherwise approved by the city council.
19. The person whose signature appears on the Orchard Park Pavilion reservation application is fully responsible for all participants using the facility.
20. Users shall not be permitted to nail, tack, tape, screw or otherwise physically attach materials to any part of the facility.
21. The applicant should inspect the facility prior to rental and report any damages to the City of Orchard before usage.
22. The facility must be used "As Is". No special services will be provided by the city to make the existing facility usable for a specific purpose. The city will clean the pavilion as frequently as possible. It is the applicant's responsibility to provide any cleaning or products for their reservation date and time.
23. The individual, group, or organization is responsible for returning the park/pavilion to its original condition following its use in order for deposit to be reimbursed. Such determination will be made by the City of Orchard.
24. A City of Orchard representative will check the facility after each use and will determine compliance with all rules and regulations.

25. The applicant must have a copy of the approved Orchard Park & Pavilion Rental Permit during rental, to verify reservation in case of conflict.
26. The individual, group or organization will abide by all rules and regulations set forth by the City of Orchard, both written and verbal, and will not hold the City of Orchard liable for any injury sustained while using the facility.
27. A copy of the waiver of liability from bounce house company that you sign when renting a bounce house is due to the city at time of rental payment.
28. If approved to use a bounce house in the city park, the bounce house **MUST** only use city electricity. City Staff will guide you to those locations.
29. **No water** activities are allowed by any individual, group or organization.
30. There may be patrons at the park on your party day, as this is a community park.

Contact Information

Name of Responsible Group/Organization/Contact Person:

Contact Phone Number: _____

Contact Email Address: _____

Mailing Address:

City, State, Zip Code:

Event Information

Requested date of event: _____

Event times (from set up to the time cleanup is done): _____

What is your individual/organization's rental purpose?

How many people do you expect at your event? _____

What type of activities will you have at your event (be specific – i.e. food, games, etc.)?

Will there be a charge for the event or any items sold at the event? If so, please explain:

Please sign and date that you have reviewed and agreed to the Park/Pavilion Rental Permit:

Sign: _____

Please submit completed form to Orchard City Hall in one of the following manners: • Scan and email the form to secretary@cityoforchardtx.gov • Drop the form off at the City Hall located at 9714 Kibler St, Orchard, TX 77464, Monday through Friday 8 am to 2 pm

For Office Use Only: Staff Initials _____ Date/Time Received _____

Deposit (\$50.00) _____

Rental (\$50.00 / \$75.00) _____

Signature of Responsible Party: _____